

NOTICE TO POTENTIAL OFFERORS

This procurement is being processed under a Partnership Agreement (PA) between the Department of Transportation (DOT) and the Small Business Administration (SBA), under which the SBA has delegated to the DOT, authority to enter into 8(a) contracts directly with eligible 8(a) firms. The PA streamlines the procurement process for awards under the 8(a) program.

Under this PA, the Volpe Center will make the award directly to the 8(a) firm. SBA will not be a signatory to the award resulting from this solicitation. SBA will, however, retain responsibility for 8(a) certification, administering other eligibility related issues under the 8(a) program, and be available to 8(a) firms for counseling and assistance.

If you have questions pertaining to this solicitation, please contact Kathleen Foley at (617) 494-2824 or foley@volpe.dot.gov.

Servicing SBA Field Office

To facilitate communications, it is requested that the 8(a) participant submitting this offer/bid provide the following information regarding the cognizant servicing SBA office for the firm.

Servicing SBA Office address _____

Cognizant Business
Opportunity Specialist(s) Name _____
 Phone/E-mail _____

SOLICITATION, OFFER AND AWARD			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING		PAGE 1 OF 123 PAGES		
2. CONTRACT NO.		3. SOLICITATION NO. DTRS57- 01- R- 20004		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED BID (RFP)		5. DATE ISSUED		6. REQUISITION/PURCHASE NUMBER 823- 3120	
7. ISSUED BY U. S. DOT/RSPA/Vol pe Center 55 Broadway Kendall Square Cambridge MA 02142				8. ADDRESS OFFER TO (If other than Item 7)					
NOTE : In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder"									
SOLICITATION									
9. Sealed offers in original and <u>5</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in <u>See Section L. 6. E. 2</u> until <u>3: 00 p. m. ET</u> local time <u>04/10/2001</u> (Hour) (Date)									
CAUTION : LATE Submissions, Modifications and Withdrawals : See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.									
10. FOR INFORMATION CALL:		A. NAME Kathleen Foley		B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 617 494- 2824			C. E-MAIL ADDRESS foley@vol pe. dot. gov		
11. TABLE OF CONTENTS									
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OFFER (Must be fully completed by offeror)									
NOTE : Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.									
12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.									
13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)		10 CALENDAR DAYS %		20 CALENDAR DAYS %		30 CALENDAR DAYS %		CALENDAR DAYS %	
14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.		DATE		AMENDMENT NO.		DATE	
15A. NAME AND ADDRESS OF OFFEROR		CODE _____ FACILITY _____		16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)					
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE.			17. SIGNATURE		18. OFFER DATE		
AWARD (To be completed by government)									
19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION					
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION : <input type="checkbox"/> 10 U.S.C. 2304(c) () <input type="checkbox"/> 41 U.S.C. 253(c) ()				23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)			ITEM		
24. ADMINISTERED BY (If other than item 7) CODE _____				25. PAYMENT WILL BE MADE BY CODE _____					
26. NAME OF CONTRACTING OFFICER (Type or print)				27. UNITED STATES OF AMERICA (Signature of Contracting Officer)			28. AWARD DATE		
IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.									

SECTION B - SUPPLIES OR SERVICES AND PRICES/COSTS**B.1 DESCRIPTION OF SERVICES**

In accordance with this contract, the Contractor shall plan, schedule, coordinate and do all that is necessary or incident to the satisfactory and timely performance of all services described herein. The Contractor shall be required to provide accounts payable and travel voucher review services at the U.S. Department of Transportation, Volpe National Transportation Systems Center (Volpe Center) Kendall Square, Cambridge, MA.

This is a firm fixed price performance based contract. The contract will be awarded for a sixteen (16) month base period and include three one (1) year option periods. All work shall be performed under the terms and conditions of this contract.

B.2 SCHEDULE OF LINE ITEMS FOR ACCOUNTS PAYABLE AND TRAVEL VOUCHER REVIEW SERVICES

<u>Item No.</u>	<u>DESCRIPTION</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
0001	BASE PERIOD (The period of performance for the base period is sixteen months from the contract award date.)				
0001A	Accounts Payable: Provide services specified in accordance with Section C.4.I.	Month	16	\$_____	\$_____
0001B	Travel: Provide services specified in accordance with Section C.4.II.	Month	16	\$_____	\$_____
	TOTAL LINE ITEMS 0001A AND 0001B \$_____				
0002	OPTION YEAR ONE				
0002A	Accounts Payable: Provides services specified in accordance with Section C.4.I.	Month	12	\$_____	\$_____
0002B	Travel: Provide services specified in accordance with Section C.4.II.	Month	12	\$_____	
	TOTAL LINE ITEMS 0002A AND 0002B \$_____				
0003	OPTION YEAR TWO				
0003A	Accounts Payable: Provide services specified in accordance with Section C.4.I.	Month	12	\$_____	

0003B	Travel: Provide services specified in accordance with Section C.4.II.	Month	12	\$ _____	\$ _____
TOTAL LINE ITEMS 0003A AND 0003B					\$ _____
0004	OPTION YEAR Three				
0004A	Accounts Payable: Provide services specified in accordance with Section C.4.I.	Month	12	\$ _____	\$ _____
0004B	Travel: Provide services specified in accordance with Section C.4.II.	Month	12	\$ _____	\$ _____
TOTAL LINE ITEMS 0004A AND 0004B					\$ _____
TOTAL LINE ITEMS 0001A TO 0004B					\$ _____

B.3 Ordering Overtime Services

Overtime services are defined as any work within the scope of the contract, requested and authorized by the Government, in which an employee works in excess of 40 hours in one workweek. Overtime maybe required in connection with the annual Fiscal Year End Openings and Closings. There may also be overtime hours for the DELPHI conversion which is scheduled to be performed during the base period (see C.4.I.A). The offeror shall insert prices for all labor categories intended to be provided under this contract in Attachment J.7. The overtime prices set forth in Attachment J.7 will not be considered one of the evaluation factors at the time the offerors proposals are evaluated at the time of proposal submission. The prices set forth in Attachment J.7 will be used for pricing firm fixed-price modifications issued by the Government. Funding for overtime will be obligated by the contract modification ordering such services. The contractor should note that the overtime prices are for contingency purposes only. The Government may elect not to order any overtime services during the term of the contract. Overtime is not authorized until ordered by the Contracting Officer.

NOTE:

- (1) Offeror must insert prices for Items B.2 and B.3 (Attachment J.7) in order to be considered for award.
- (2) See Attachment J.6 for Historical Data
- (3) The prices set forth in Attachment J.7 will be used for pricing firm fixed price modifications to the contract issued by the Government for overtime services. Funding for these services will be obligated by the contract modification ordering such services. The contractor should note that these hourly rates are for contingency purposes and accordingly, the Government may elect not to order any overtime services during the term of the contract.

SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 STATEMENT OF WORK/SPECIFICATIONS

The contractor shall furnish qualified personnel on site at the Volpe National Transportation Systems Center (Volpe Center) to accomplish the accounting functions of Accounts Payable and Travel. The contractor shall plan, schedule, coordinate and do all that is necessary or incident to the satisfactory and timely performance of all services described herein. The Accounting Services functions will be physically located and operated in the Accounting Branch at the Volpe National Transportation System Center at 55 Broadway, Kendall Square, Cambridge, MA 02142.

The contractor shall assure that all transactions are legally carried out and that law and/or regulations authorize all expenditures. Such laws and regulations include but are not limited to, those listed in the following sections and the contractor's work is subject to review by the Government. In addition, the Contractor shall report to the Contracting Officer or his/her designee any transaction or proposed expenditure, which does not appear to comply with governing laws/regulations or guidance, provided by the COTR or his/her designee.

C.2 Staff Coverage

The contractor will ensure that the on-site office is staffed by a supervisor or a section leader at all times between the hours of 8AM and 5PM (Monday thru Friday).

C.3 Customer Service

Customer Service will be delivered to internal customers (including Volpe Center employees, Volpe Center Accounting Branch staff, etc.) and external customers accurately and in a timely and efficient manner.

C.4 Accounts Payable and Travel Voucher Services

I. Accounts Payable:

Maintain and operate the Volpe Center accounts payable functions within the following guidelines in order to achieve the goals of paying all invoices within Prompt Payment Act guidelines and/or applicable tariff laws and taking advantage of all cost effective discounts:

- DOT Order 2750.1A, Voucher Examination Manual
- Office of Personnel Management (OPM) Desk Reference Guide for Examining and Certifying Government Payments
- Code of Federal Regulations (CFR), Title 41, Part 101-41
http://www.access.gpo.gov/nara/cfr/waisidx_99/41cfr101-41_99.html

- Electronic Certification System, Data Entry Operator User Guide
 - NationsBank MasterCard Purchasing Card Program Manual
http://www.gcsuthd.bankofamerica.com/manuals/eagls_manual/manual.htm
 - Code of Federal Regulations (CFR), Chapter 5 CFR 1315
http://www.access.gpo.gov/nara/cfr/waisidx_00/5cfr1315_00.html
 - Federal Acquisition Regulation (FAR)
<http://www.arnet.gov/far>
 - Transportation Acquisition Regulation (TAR)
<http://www.dot.gov/ost/m60/tamtar/tar.htm>
 - Transportation Acquisition Manual (TAM)
<http://www.dot.gov/ost/m60/earl/tam.htm>
 - Departmental Accounting and Financial Information System (DAFIS) User Guide
 - DAFIS Training Manual
 - DAFIS Volpe Quick Reference Guide
 - DAFIS Volpe Center Document Processing Guide
 - DAFIS FAC Code Book
 - DAFIS PRO-Forma (T-20)
- A. Systems:** Contractor will maintain the Accounts Payable System utilized at the Volpe Center. The contractor as required will also utilize new systems and enhancements. Systems currently in use include:
- Invoice Tracking System: Accurate and timely maintenance of the Volpe Center accounts payable Invoice Tracking System. The system has the capability to generate weekly, monthly, quarterly, and annual statistics. The Contractor shall maintain the Access database Invoice Tracking System in the accounts payable department at the Volpe Center. The Contractor may propose its own invoice tracking system but it is subject to review and approval by the Government.
 - Department Accounting and Financial Information System (DAFIS), the current DOT accounting system. The system processes vendor payments, calculates payment due dates, determines and calculates cost effective discounts and has warehousing capabilities. DAFIS is scheduled to be replaced in fiscal year 2001 by DELPHI, a COTS (Contractor-off-the-shelf system) from ORACLE.

- **Electronic Certification System:** Accurate and timely preparation of payment schedules using an automated payment process which permits data entry, electronic certification, and transmission of payments by using a personal computer with on-line communication to a host mainframe computer at a Department of Treasury Regional Financial Center (RFC). The Electronic Certification system shall only be used when DAFIS or DELPHI is not available or payment is time sensitive.
- **Electronic Accounts Government Ledger System (EAGLS):** Bank of America automated cost allocation system for the Purchase Credit Card Program. The system is a web-based program, which allows accounts payable personnel access for reconciliation and problem solving of individual statements. **[The Contractor shall reconcile the Volpe Center's process account on a monthly basis]**

B. Voucher Examination: Contractor shall perform specific voucher examination requirements as stated in the DOT Voucher Examination Manual, Prompt Payment Act, Code of Federal Regulations and the OPM Desk Reference Guide. The Contractor will also be required to follow basic examination guideline such as:

- (1) All correspondence shall be date stamped **[Same day as received]**
- (2) All invoices/correspondence shall be reviewed for accuracy **[Same day as received]**
- (3) All improper invoices shall be returned immediately to the vendor **[Same day as received or as soon as practicable but no later than 7 days after receipt]**
- (4) All invoices shall be stamped with a control number **[Same day as received]** and entered into the Invoice Tracking System on a daily basis and copies thereof shall be distributed to the technical initiators for approval **[No later than (NLT) 1 day after receipt]**
- (5) Status of all invoices shall be updated **daily** on the Invoice Track System.
- (6) Contractor shall verify that all supporting documentation for payments is in accordance with government regulations.
- (7) All payments shall be made in accordance with the Prompt Payment Act **[NLT 28 days after receipt of invoice or subject to discount per CFR Part 1315 of the Prompt Payment Act. All utility Payments that reference "tariffs" override the Prompt Payment Act and revert to the tariff law.]**
- (8) Contractor shall record all the necessary accruals into the accounting system **[On a daily basis]**

- (9) Contractor shall forward all payment schedules to Volpe Center Certifying Officer for signature **[NLT noon daily]**
- (10) Contractor will notify the COTR or his/her representative of any issues that cannot be resolved by the Contractor **[At weekly status meetings or sooner, if critical]**. Contractor will submit documented follow-up actions to the COTR or his/her representative for assistance/guidance **[As required by COTR]**
- (11) Contractor will review all receiving documentation (e.g. invoices, vouchers, etc.) and receiving reports for authorized/proper signatures **[NLT same day as received]**
- (12) Contractor will properly file all obligating documentation (including amendments) **[NLT 1 day after receipt]**
- (13) Folder Filing and Maintenance:
- Contractor will properly file and maintain all obligating documentation and associated documentation (e.g. receiving reports, invoices, etc.) in the obligating document folder
 - Contractor will update partial payment summary sheets accurately and properly including the recording of any fixed fees **[As appropriate]**
 - Contractor will verify/reconcile all partial payment sheets with the Accounting System
- (14) Before making all payments, the Contractor will ensure that all proper invoices are accurately matched to their corresponding obligating document and receiving documentation
- (15) Contractor will properly update contract/purchase order problem logs **[As appropriate]**
- (16) Contractor will notify the COTR or his/her representative of any Online Payment and Collection System (OPAC) charges that cannot be recorded in the Accounting System in the same month as the charge appears in the Treasury System **[NLT 2nd day of the following month]**
- (17) Contractor will notify the COTR or his/her representative of the need to pay any fixed expenses outside of the Accounting System's recurring charge module **[NLT 1 day before the payment processing date]**
- (18) Contractor will ensure that on-site supervisor and Accounts Payable section leader attend Accounts Payable status meeting with COTR or his/her representative **[Weekly]**

- (19) Contractor will record all OPAC disbursements (for which proper back-up documentation has been received) in the Accounting System **[NLT same month as processed by Treasury]**
- (20) Reconcile Accounting System and manual schedules to vouchers **[NLT same day as manual schedule is input to Accounting System]**

C. Ad-hoc analyses and reporting of various issues

- (1) Contractor shall perform reconciliation of the Purchase Credit Card System - EAGLS vs. accounting system. **[NLT 30 days after statement closing date]**
- (2) Contractor shall track and record Purchase Credit Card disputes and take follow-up action as necessary to resolve all disputed (or unidentified) transactions
- (3) Contractor, in conjunction with Volpe Center Accounting staff, shall participate in the training of Volpe Center employees on EAGLS. **[At least once a year]**
- (4) Contractor shall follow the year-end closing procedures **[As specified by the COTR, Accounting, and DAFIS closing schedule]**
- (5) Archive all prior year closed documents in accordance with the Federal Records Retention Schedule **[NLT end of 1st Quarter of new Fiscal Year]**
- (6) The contractor shall generate weekly statistical reports **[NLT 12 noon every Monday]**
- (7) The contractor shall generate monthly statistical reports **[In accordance with Accounting Calendar]**
- (8) 100% Verification of unliquidated obligations (ULO) **[Annually, as part of year-end closing procedures and Quarterly as required by COTR or his/her representative]**
- (9) Status of unliquidated obligations (ULO) review will be provided to COTR **[NLT 2 weeks after each quarter-end and no later than September 30th yearly]**
- (10) SF-13 - International Transactions of the Federal Government - The Contractor will maintain a folder of copies of payments made to foreign vendors (including a copy of the batch proof listing) and turn contents over to COTR or his/her representative **[NLT one week after end of each quarter]**

- (11) The contractor will maintain the accounting system's vendor address and bank information files (including taxpayer identification numbers - TINs)
- (12) The contractor will assist with any other ad-hoc reports as required by the Agency **[Schedule agreed upon between Contractor and COTR to meet report deadlines]**

II. TRAVEL:

Maintain and operate the Volpe Center travel functions in accordance with the following guidelines in order to achieve the goals of reviewing all proper vouchers within 1 day of submission to Travel Office and scheduling all travel payments within 1 day of receipt from Certifying Officer:

- Volpe Center Orders:
 - 1100.1A/B Delegations of Authority
 - 1500.11 (DOT/RSPA Travel Guiding Principles)
- Volpe Center Procedures, Announcements, and Memoranda
<http://volpenet/policy.html>
- Federal Travel Regulations (Code of Federal Regulations Title 41, Chapters 300-304)
<http://policyworks.gov/org/main/mt/homepage/mtt/ftr/ftrhp.shtml>
- DAFIS User Guide
- DAFIS Training Manual
- DAFIS Volpe Quick Reference Guide
- DAFIS Volpe Center Document Processing Guide
- Treasury Fiscal Requirements Manual for Guidance of Departments and Agencies
<http://www.fms.treas.gov/tfm/index.html>
- United States Code
<http://www.business.gov/busadv/frame.cfm?url=http://www.access.gpo.gov/congress/cong013.html&catid=21&urlplace=maincat.cfm>
- Decisions of the Comptroller General
http://www.access.gpo.gov/su_docs/aces/aces170.shtml
- DAFIS PRO-FORMA (T-20)
- DAFIS FAC Code Book
- Decisions of the General Services Administration Board of Contract Appeals (GSBCA)
<http://www.gsa.gov/gsbca/>

- Volpe Center/NAGE Labor-Management Agreement (Article 18)
- Volpe Center Administrative Handbook
<http://volpenet/policy.html>
- Per Diem Rates
<http://www.state.gov/www/perdiems/index.html> (Foreign)
<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd00d.html> (CONUS)

A. Systems: Contractor will maintain the travel system utilized at the Volpe Center - new systems and enhancements will also be maintained by the contractor as required. Systems currently in use include:

- Departmental Accounting and Financial Information System (DAFIS) - (scheduled to be replaced by the new DELPHI Accounting System in FY2001) - automated accounting system for processing obligations, accruals, and payments
- Travel Manager Plus - Automated travel authorization and voucher processing system - the system is expected to be web-based, fully routable, and paperless in the near future

B. Travel Voucher Examination: Specific voucher examination requirements to be performed by Contractor personnel are delineated in the Federal Travel Regulations (FTR), DOT Voucher Examiner Manual, and Volpe Center Directives.

Travel authorizations/vouchers will include:

- Regular TDY
- Local Travel
- Limited Open Travel Authorization (LOTA)
- Foreign Travel
- Permanent Change of Station (PCS)

The list of functions to be performed follows below:

- (1) Maintain travel data in the Accounting System:
 - Input all Travel Authorizations [**Recorded in Accounting System NLT 1 day after receipt**]
 - Input all advances [**Recorded in Accounting System NLT same day as received**]
 - The contractor will maintain the accounting system's employee address and bank information files (including taxpayer identification numbers - TINs)
 - Before submitting the reviewed vouchers to the Certifying Officer for signature, the Contractor will ensure that the traveler's bank information file has been accurately set-up for payment via ACH

- Process completed travel voucher "travel" schedules for:
 - Treasury [**Recorded in Accounting System NLT 1 day after receipt from Certifying Officer**]
 - No Check [**Recorded in Accounting System NLT 1 day after receipt from Certifying Officer**]
 - Reconcile Accounting System and manual schedules to vouchers and advances [**NLT same day as manual schedule is input to Accounting System**]
 - In order to prevent duplicate obligations, the Contractor will ensure that all LOTA obligation balances are correctly updated [**NLT the same day as either the airline ticket is accrued for the Travel Charge Card payment or, for the voucher payment - whichever comes first**]
- (2) Review authorizations/vouchers for:
- Conformity to rules and regulations as promulgated by the:
 - General Services Administration (GSA)
 - Department of Transportation (DOT)
 - Research and Special Programs Administration (RSPA)
 - Volpe Center
 - Authorized/proper signatures [**NLT same day as received**]
 - Proper receipts [**NLT 1 day after initial submission to Travel Office**]
 - Completeness [**NLT 1 day after initial submission to Travel Office**]:
 - Explanations/statements as required, i.e. deviations from approved travel authorizations
 - All pertinent data is complete (including itinerary, addresses, etc.)
 - Process all incoming vouchers:
 - Date Stamp all vouchers and correspondence [**NLT same day as received**]
 - Return all incomplete vouchers to travelers [**NLT 3 days after initial submission to Travel Office**]
 - Forward all reviewed vouchers to the Volpe Center Certifying Officer for signature [**NLT 12 noon daily**]
 - Before submitting the reviewed vouchers to the Volpe Center Certifying Officer for signature, the Contractor will ensure that all vouchers and travel adjustment forms (if any) were accurately reviewed, totaled, initialed, and annotated with any necessary explanatory information
- (3) Travelers obtain travel advances through their individually-billed charge cards. However, on rare occasions, the Agency may authorize the payment of an advance. The contractor will maintain travel advance system within Accounting System, input travel advances/schedules, make appropriate voucher deductions, and monitor dollar value of advances that can be authorized in accordance with current regulations.

- (4) When the Accounting System is down, process manual schedules for payment to the Treasury. [**Daily, as needed - see B. (1)**]
- (5) Process payment of Travel Charge Card invoice for transportation services incurred by staff traveling on the Volpe Center's centrally-billed account [**Within 28 days of receipt of invoice**]. The process includes the following:
 - Recording all tickets issued
 - Reconciling monthly invoice with:
 - Volpe Center Records
 - Travel Management Center (TMC) Submission
 - Travel Charge Card Invoice
 - Tracking and recording disputes. Taking follow-up actions as necessary to resolve all disputed (or unidentified) transactions
- (6) Permanent Change of Station (PCS) control and maintenance of a manual system for processing PCS activities, including:
 - Assisting the Human Resources Office in the preparation of PCS Travel Authorizations (financial data only) [**NLT 2 days after request**]
 - Obtaining the cost of household goods shipments from GSA [**NLT 1 day after request**]
 - Input all PCS travel authorizations in the Accounting System [**NLT 1 day after receipt**]
 - Issuing travel advances [**NLT 1 day after request**]
 - Advising employees on the preparation of reimbursement vouchers and related documents [**As needed**]
 - Processing of reimbursement vouchers including the withholding of federal taxes as applicable [**NLT 1 day after receipt**]
 - Preparing Treasury and Accounting System schedules related to PCS claims [**NLT 3 days after initial voucher submission to Travel Office**]
 - Advising and assisting employees with the Relocation Income Tax Allowance (RITA) [**As needed**]
 - Input all PCS reimbursements in the Accounting System [**NLT 1 day after receipt from Certifying Officer**]
- (7) Provide periodic travel training for Volpe Center employees [**Not less than once yearly**]
- (8) Preparation of **weekly, monthly, and annual** statistical data on all travel activities as shown in attached sample reports.
 - Weekly statistics [**NLT 12 noon every Friday**]
- (9) Ad-hoc analyses and reporting of various travel trends and issues, including the following: [**Update spreadsheet - Monthly**]
 - Actual Expense voucher processing
 - Non-Volpe Travel
 - Leave taken during TDY

- (10) 100% Verification of unliquidated obligations (ULO) **[Annually, as part of year-end closing procedures and Quarterly as required by COTR or his/her representative]**
 - Status of Unliquidated Obligations (ULO) Review will be provided to COTR **[NLT 2 weeks after each quarter-end and NLT September 30th yearly]**
- (11) Assist in the preparation of travel reports **[Schedule agreed upon between Contractor and COTR to meet report deadlines]:**
 - Report of Payments Accepted from a Non-Federal Source **[Semi-Annually - Including updating spreadsheet NLT monthly]**
 - Travel of Individuals Paid For By Other DOT Operating Administrations (OAs) Other Than The Individuals' Employing OA **[Annually - Including updating spreadsheet NLT monthly]**
 - Premium Class Accommodations Report **[Annually - Including updating spreadsheet NLT monthly]**
 - GSA Report - Average length of time from submission of a proper travel claim to an approving official to actual payment to employee **[Annually - Including updating spreadsheet NLT monthly]**
 - GSA Report - Percentage of travel claims paid within 30 days **[Annually - Including updating spreadsheet NLT monthly]**
 - GSA Federal Agency Travel Survey **[Biennially - as needed]**
 - SF-13 - International Transactions of the Federal Government - Maintain a folder of copies of foreign travel vouchers and airline tickets paid on the centrally-billed account (including copy of batch proof listing) and turn contents over to COTR or his/her representative **[NLT one week after end of each quarter]**
 - Any other ad-hoc reports as required by the Agency **[Schedule agreed upon between Contractor and COTR to meet report deadlines]**
- (12) The Contractor will notify the COTR or his/her representative of any issues that cannot be resolved by the Contractor **[NLT 3 days after initial voucher submission to Travel Office]**. Documented follow-up actions will be submitted to the COTR or his/her representative for assistance/guidance. Contractor will then take follow-up action as requested by COTR **[As long as a voucher remains in the problem bin, no more than 3 days of un-documented follow-up actions will exist]**. Contractor will notify COTR or his/her representative of any voucher remaining in the problem bin longer than 20 days after the initial voucher submission to the Travel Office **[NLT 20th day after voucher submission to the Travel Office]**. Contractor will notify employees (via return-receipt e-mail) of any vouchers that are not proper for payment **[NLT 6 working days after voucher submission to the Travel Office]**
- (13) Folder Filing and Maintenance:
 - Contractor will properly file and maintain all travel vouchers and associated documentation (e.g. travel authorizations, travel adjustment form, travel return form, action logs, etc.) in the traveler's "travel" folder
 - File all processed documents **[Daily]**

- (14) Archive all prior year closed documents in accordance with the Federal Records Retention Schedule **[NLT end of 1st Quarter of new Fiscal Year]**
- (15) Contractor will ensure that on-site supervisor and Travel Office section leader attend travel status meeting with COTR or his/her representative **[Biweekly]**

III. Personnel Requirements:

Prior to diverting the Supervisor, Lead Voucher Examiner - Accounts Payable, or Lead Voucher Examiner - Travel, the Contractor will notify the Contracting Officer as soon as possible but no later than two (2) weeks in advance and will submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion will be made by the Contractor without the written consent of the Contracting Officer, provided that the ratification will constitute the consent of the Contracting Officer required by this clause. This provision may, with the mutual consent of the contracting parties, be amended from time to time during the course of the contract to either add or delete positions as appropriate. Coverage should be provided when a lead person is out.

A. All Contractor Staff: (Suggested qualifications based upon our prior contractual experience):

- Customer Service Skills:
 - Attended formal customer service training
- Computer Skills/Knowledge:
 - MS Windows
 - MS Excel
 - MS Word
 - MS Outlook (e-mail)
 - MS Access **[Accounts Payable Staff only]**
- Attend Accounts Payable training to keep abreast of new procedures or regulations **[Accounts Payable Staff - as required by COTR]**
- Federal Travel Regulations Skills/Knowledge **[Travel Staff]:**
 - Attend formal TDY training **[As required by COTR]**
 - Attend formal PCS training **[As required by COTR]**

B. On-site Supervisor:

The Contractor will designate one (1) person from among its employees performing accounting services to perform the duties and responsibilities of the on-site supervisor. Suggested qualifications based upon our prior contractual experience:

- Education:
High School Diploma and a Bachelor's Degree in Accounting or Business (two years of accounting technician or accounts payable experience may be substituted for one year of college-level education in the aforementioned disciplines).

- Experience:
 - a) A minimum of four years accounting technician experience, with at least two of the years being experience in accounts payable; or
 - b) A minimum of three years experience in accounts payable; and,
 - c) A minimum of eighteen months experience as a first line supervisor of four or more personnel.
- Oral Skills:
Must be fluent in English.

C. Lead Voucher Examiner - Accounts Payable:

The Contractor will designate one (1) person from among its employees performing accounting services to perform the duties and responsibilities of the Lead Voucher Examiner - Accounts Payable. The Lead Voucher Examiner - Accounts Payable will provide day-to-day technical direction/guidance to the voucher examiners and clerical accounts payable support staff. Suggested qualifications based upon our prior contractual experience:

- Education:
High School Diploma
- Experience:
 - a) A minimum of three years voucher examining experience in a generic accounts payable environment; or,
 - b) A minimum of eighteen months voucher examining experience in a Federal government accounts payable environment; or,
 - c) An Associate's Degree in Accounting or Business and 12 months generic accounts payable experience.
- Oral Skills:
Must be fluent in English.

D. Lead Voucher Examiner - Travel:

The Contractor will designate one (1) person from among its employees performing accounting services to perform the duties and responsibilities of the Lead Voucher Examiner - Travel. The Lead Voucher Examiner - Travel will provide day-to-day technical direction/guidance to the voucher examiners and clerical travel support staff. Suggested qualifications based upon our prior contractual experience:

- Education:
High School Diploma
- Experience:
 - a) A minimum of three years travel voucher examining experience; or,
 - b) A minimum of two years of travel voucher examining experience in a Federal government environment; or,
 - c) An Associate's Degree in Accounting or Business and 12 months generic travel voucher examining experience.
- Oral Skills:
Must be fluent in English.

SECTION D - PACKAGING AND MARKING

D.1 MARKING (May 1999)

All items submitted to the Government shall be clearly marked as follows:

- A. NAME OF CONTRACTOR;
- B. CONTRACT NUMBER;
- C. TASK ORDER NUMBER; (If applicable)
- D. DESCRIPTION OF ITEMS CONTAINED THEREIN;
- E. CONSIGNEE'S NAME AND ADDRESS; and
- F. If applicable, packages containing software or other magnetic media shall be marked on external containers with a notice reading substantially as follows:
"CAUTION: SOFTWARE/MAGNETIC MEDIA ENCLOSED. DO NOT EXPOSE TO HEAT OR MAGNETIC FIELDS".

SECTION E - INSPECTION AND ACCEPTANCE

E.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.dot.gov/ost/M60/tamtar>
<http://farsite.hill.af.mil/vffar.htm>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.246-4	INSPECTION OF SERVICES FIXED-PRICE	AUG 1996

E.2 POINT(S) OF DELIVERY AND INSPECTION/ACCEPTANCE

The points of delivery set forth in Section F are hereby designated as the places for final inspection and acceptance.

SECTION F - DELIVERIES OR PERFORMANCE**F.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.dot.gov/ost/M60/tamtar>
<http://farsite.hill.af.mil/vffar.htm>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.242-15	STOP-WORK ORDER	AUG 1989
52.242-17	GOVERNMENT DELAY OF WORK	APR 1984

F.2 TERM OF CONTRACT

After award, the contractor will be issued a written notice to proceed and shall provide contractual services for a sixteen month base period commencing on the date specified in the Notice to Proceed. NOTE: - The Government expects work under this contract to commence on or about June 1, 2001.

In accordance with the clause 52.217-9 entitled "Option to extend the Term of the Contract" contained in Section I, the term of this contract may be extended unilaterally by the Government for three additional 12 month option periods beyond the six month base period.

F.3 PLACE OF PERFORMANCE/DELIVERY

The services to be provided under this contract shall be accomplished at the following location:

DOT/RSPA/Volpe Center
 55 Broadway
 Kendall Square
 Cambridge, MA 02142

F.4 DELIVERABLES (INCLUDING REQUIRED REPORTS)

The contractor shall provide the Government with all reports set forth in the Contract Statement of Work as summarized below. In addition, the Contractor shall provide reports required by the Government during the term of the contract. The reporting format shall be developed between the Contracting Officer or his/her technical representative (COTR) and the Contractor. Reports shall be sent to the COTR with a copy sent to the Contracting Officer (unless otherwise stipulated in the SOW):

<u>Item #</u>	<u>Deliverable</u>	<u>SOW Reference</u>	<u>Requirement</u>	<u>Frequency</u>
1	A/P - Statistical Reports	C.4.I.C (6)	Generate Report	Weekly - NLT 12 noon every Monday
2	A/P - Statistical Reports	C.4.I.C (7)	Generate Report	Monthly - IAW Accounting Calendar
3	A/P - SF-13 - International Transactions of the Government	C.4.I.C (10)	Gather Data	Quarterly - NLT one week after the end of each quarter
4	A/P - Ad-hoc Reports	C.4.I.C (12)	Gather Data	Schedule agreed upon between Contractor and COTR to meet report deadlines
5	A/P - Ad-hoc Reports	C.4.I.C (12)	Generate Spreadsheet	Schedule agreed upon between Contractor and COTR to meet report deadlines
6	A/P - Ad-hoc Reports	C.4.I.C (12)	Generate Report	Schedule agreed upon between Contractor and COTR to meet report deadlines
7	Travel - Travel Charge Card disputes spreadsheet	C.4.II.B (5)	Generate Spreadsheet	Monthly
8	Travel - Weekly Statistics	C.4.II.B (8)	Generate Report	Weekly - NLT 12 noon every Friday
9	Travel - Actual Expense spreadsheet	C.4.II.B (9)	Generate Spreadsheet	Monthly
10	Travel - Non-Volpe Travel spreadsheet	C.4.II.B (9)	Generate Spreadsheet	Monthly
11	Travel - Leave-taken-during-TDY spreadsheet	C.4.II.B (9)	Generate Spreadsheet	Monthly
12	Travel - Non-Federal Source Travel spreadsheet	C.4.II.B (11)	Generate Spreadsheet	Monthly
13	Travel - Travel Paid for by Other DOT OAs spreadsheet	C.4.II.B (11)	Generate Spreadsheet	Monthly
14	Travel - Premium Class Accommodations spreadsheet	C.4.II.B (11)	Generate Spreadsheet	Monthly
15	Travel - GSA Report - Average Submission Time spreadsheet	C.4.II.B (11)	Generate Spreadsheet	Monthly
16	Travel - GSA Report - Percentage Paid within 30 days spreadsheet	C.4.II.B (11)	Generate Spreadsheet	Monthly
17	Travel - GSA Federal Agency Travel Survey	C.4.II.B (11)	Gather Data	Bi-ennially - as needed
18	Travel - SF-13 - International Transactions of the Government	C.4.II.B (11)	Gather Data	Quarterly - NLT one week after the end of each quarter
19	Travel - Ad-hoc Travel Reports	C.4.II.B (11)	Gather Data	Schedule agreed upon between Contractor and COTR to meet report deadlines
20	Travel - Ad-hoc Travel Reports	C.4.II.B (11)	Generate Spreadsheet	Schedule agreed upon between Contractor and COTR to meet report deadlines
21	Travel - Ad-hoc Travel Reports	C.4.II.B (11)	Generate Report	Schedule agreed upon between Contractor and COTR to meet report deadlines

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 1252.242-73 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (OCT 1994)

(a) The Contracting Officer may designate Government personnel to act as the Contracting Officer's Technical Representative (COTR) to perform functions under the contract such as review and/or inspection and acceptance of supplies, services, including construction, and other functions of a technical nature. The Contracting Officer will provide a written notice of such designation to the Contractor within five working days after contract award or for construction, not less than five working days prior to giving the contractor the notice to proceed. The designation letter will set forth the authorities and limitations of the COTR under the contract.

(b) The Contracting Officer cannot authorize the COTR or any other representative to sign documents (i.e., contracts, contract modifications, etc.) that require the signature of the Contracting Officer.

G.2 RESPONSIBILITY FOR CONTRACT ADMINISTRATION

Contracting Officer: The Contracting Officer (CO) has the overall responsibility for this contract. The CO alone, without delegation, is authorized to take actions on behalf of the Government to amend or modify from the contract terms, conditions, requirements, specifications, details and/or delivery schedules. However, the CO may delegate certain other responsibilities to his/her authorized representatives.

An Administrative Contracting Officer (ACO) may be designated by the Contracting Officer. The duties of the ACO include but are not limited to: analyze and make recommendations on Contractor's proposals, offers, or quotations upon request of the Contracting Officer; and approve Contractor's invoices in accordance with the terms of the contract.

Contracting Officer's Technical Representative: A Contracting Officer's Technical Representative (COTR) is designated by the Contracting Officer. The responsibilities of the COTR include but are not limited to: inspecting and monitoring the Contractor's work; determining the adequacy of performance by the contractor in accordance with the terms and conditions of this contract; acting as the Government's representative in charge of work at the site to ensure compliance with contract requirements insofar as the work is concerned; and advising the Contracting Officer of any factors which may cause delay in performance of the work. The COTR does not have the authority to make new assignments of work or to issue directions that cause an increase or decrease in the price of this contract or otherwise affect any other contract terms.

The Contracting Officer, Administrative Contracting Officer and Technical Representative are located at:

DOT/RSPA/Volpe Center
55 Broadway, Kendall Square
Cambridge, MA 02142

G.3 COMMUNICATIONS

Except as specified below, no order, statement, nor conduct of Government personnel who communicate with the Contractor during performance of this contract, shall constitute a change under the "Changes" clause of this contract.

The Contractor shall not comply with any order, direction nor request of Government personnel that conflicts with the terms and conditions of this contract, unless it is issued in writing and signed by the Government Contracting Officer.

The Government Contracting Officer is the only person(s) authorized to order services or approve changes in any requirements of this contract. In the event the Contractor effects a change at the direction of any person other than the Government Contracting Officer, the change will be considered to have been made without authority and the cost for such change will not be considered.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 INSURANCE - WORK ON A GOVERNMENT INSTALLATION

In accordance with FAR 52.228-5, Insurance - Work on a Government Installation, in Section I, insurance of the following types and minimum amounts shall be procured and maintained during the entire period of performance under this contract:

- (a) Workers' Compensation and Employer's Liability Insurance - as specified by applicable statute, but not less than \$100,000.00
- (b) General Liability Insurance - Bodily Injury Liability \$500,000 per occurrence; Property Damage Liability - \$100,000 per occurrence.
- (c) Comprehensive Automobile Liability Insurance - \$400,000 per person, \$500,000 per occurrence bodily injury, \$20,000 per occurrence property damage.

A certificate of insurance shall be furnished to the Contracting Officer within ten (10) calendar days after contract award certifying that the policy contains at a minimum the 30 day cancellation endorsement and the types and minimum amounts of coverage noted above.

H.2 SECURITY MEASURES ON THE VOLPE CENTER PREMISES (APR 1995)

Any work under this contract which is performed on-site at the Volpe Center is subject to all provisions of this contract governing the work, and the security requirements in place at the Center. The Contractor should coordinate compliance with the COTR.

- (1) The Contractor is responsible for ensuring that personnel follow the security requirements/regulations of the Volpe Center.
- (2) The Contractor is responsible for obtaining a copy of the Center's Security requirements/regulations, TSC Order 1680.1
- (3) All items of Government Property are subject to the Center's Security Regulations.
- (4) In order to obtain items such as room keys, parking gate keys, and Identification Badges, the Contractor shall:
 - (a) Submit a written request for these items of property to the COTR, who will make arrangements with the Volpe Center Security Office for obtaining these items.
 - (b) The Contractor shall submit, within ten (10) calendar days of contract award, a list of its on-site employees to the Volpe Center Contracting Officer and COTR. Once the list is submitted, the Contractor will notify the Contracting Officer of any staff changes when they occur, and shall update the list of on-site employees every six (6) months thereafter.
 - (c) When an employee resigns, or is terminated or reassigned, the Contractor shall provide written evidence to the Contracting Officer of the return of the items of Government Property noted in (4) above. The return of these items of property shall be coordinated with the Volpe Center Security Office.

H.3 GPO PRINTING REQUIREMENT

All printing funded by this contract will be accomplished in conformance with Title 44, United States Code, regulations of Joint Committee on Printing, applicable provisions of appropriation acts, and applicable regulations issued by the Government Printing Office and the Department of Transportation.

H.4 EXCLUSION FROM FUTURE GOVERNMENT CONTRACTS

(a) Work under this contract may provide the Contractor with access to advance information about future Government procurements, which information is not generally available to other persons or firms. In addition, the work may involve the definition of requirements for, or the preparation of specifications for, various systems, equipment, hardware, and/or software. Without the following restrictions; (1) the Contractor's objectivity in performing the work may be impaired by its other business activities; (2) the nature of the work to be performed may result in unfair competitive advantage to the Contractor in future Government procurements; or (3) the Contractor's ability to perform work required under future Government contracts in an objective manner may be impaired by its performance of work under this contract.

(b) In order to prevent a potential bias, unfair competitive advantage, or other potential conflict of interest, the Contractor shall be subject to the following restrictions:

(1) The Contractor shall be excluded from competition for, or award of, any Government contracts as to which, in the course of performance of this contract, the Contractor has received advance procurement information before such information has been made generally available to other persons or firms.

(2) The Contractor shall be excluded from competition for, or award of, any Government contract for which the Contractor actually assists in the development of the Request for Quotation, specifications or Statement of Work.

(3) The Contractor shall be excluded from competition for, or award of, any Government contract which calls for the evaluation of system requirements, system definitions, or other products developed by the Contractor under this contract.

(4) The Contractor shall be excluded from competition for, or award of, any Government contract which calls for the construction or fabrication of any system, equipment, hardware, and/or software for which the Contractor participated in the development of requirements or definitions pursuant to this contract.

(c) This clause shall not exclude the Contractor from performing work under any amendment or modification to this contract or from competing for an award for any future contract for work which is the same or similar to work performed under this contract.

(d) The term "Contractor," as used in this clause includes any person, firm or corporation which has a majority or controlling interest in the Contractor or in any parent corporation thereof, and any person, firm or corporation in or as to which the Contractor (or any parent or subsidiary corporation thereof) has a majority of controlling interest. The term also includes the corporate officers of the Contractor, those of any corporation which has a majority or controlling interest in the Contractor, and those of any corporation in which the Contractor (or any parent or subsidiary corporation thereof) has a majority or controlling interest.

(e) The Government may, in its sole discretion, waive any provisions of this clause if deemed to be in the best interest of the Government. The exclusions contained in this clause shall apply for the duration of this contract and for three (3) years after completion and acceptance of all work performed hereunder.

(f) If any provision of this clause excluded the Contractor from competition for, or award of, any contract, the Contractor will not be permitted to serve as a subcontractor, at any time, on such contract.

H.5 WAGE RATES AND FRINGE BENEFITS

The Contracting Officer shall pay as a minimum to all employees the wage rates and fringe benefits set forth in the attached wage determination (Attachment J.1).

H.6 SAFETY AND ACCIDENT PREVENTION

In performing any work under this contract on premises which are under the direct control of the Government, the contractor shall (a) conform to all safety rules and requirements as in effect during the term of the contract; and (b) take such additional precautions as the Contracting Officer may reasonably require for safety and accident prevention proposes. The Contractor agrees to take all reasonable steps and precautions to prevent accidents and preserve the life and health of contractor and Government personnel performing or in any way coming in contact with the performance of the contract on such premises. Any violation of such rules and requirements, unless promptly corrected as directed by the Contracting Officer, shall be grounds for termination of this contract.

H.7 MASSACHUSETTS SALES TAX EXEMPTION (JUN 1997)

The Volpe Center, as an agency of the United States Government, is an exempt purchaser under Chapter 64H of the Massachusetts General Laws, and has been issued a certificate of Exemption (NO.E-042-467-417). Accordingly, all Volpe Center purchases subject to the Act are exempt from Massachusetts' sales tax.

H.8 NON-PERSONAL SERVICES (DEC 1998)

A. No personal services as defined in Part 37 of the FAR shall be performed under this contract. No Contractor employee will be directly supervised by the Government. All individual employee assignments and daily work direction shall be given by the Contractor's supervisor. If the Contractor believes any Government action or communication has been given that would create a personal services relationship between the Government and any Contractor employee, the Contractor shall promptly notify the Contracting Officer of this communication or action.

B. The Contractor shall not perform any inherently Governmental functions under this contract. No Contractor employee shall hold him or herself out to be a Government employee, agent, or representative. In all communications with third parties in connection with this contract, Contractor employees shall identify themselves as Contractor employees and specify the name of the Contractors in connection with this contract, the Contractor employee shall state that they have no authority to in any way change the contract and that if the other Contractor believes this communication to be a direction to change their contract, they should notify the Contracting Officer for that contract and not carry out the direction until a clarification has been issued by the Contracting Officer.

C. The Contractor shall ensure that all of its employees working on this contract are informed of the substance of this clause. Nothing in this clause shall limit the Government's rights in any way under any other provision of the contract, including those related to the Government's right to inspect and accept the services to be performed under this contract. The substance of this clause shall be included in all subcontracts at any tier.

H.9 SUPERVISION

The Contractor shall provide at all times the quantity and quality of supervision necessary for the effective and efficient management of the operation. All supervisors shall have an intimate knowledge of the various tasks, equipment and materials so as to be able to properly train and direct the workers in their individual tasks and to maintain and control an effective operation.

H.10 PERMITS AND LICENSES

The Contractor, at its own expense, will obtain and maintain the necessary permits, franchises, licenses and other authorities required for the services to be performed under this contract.

H.11 CONTRACTOR RESPONSIBILITY

The Contractor shall without additional expense to the Government, be responsible for all damage to persons or property that occur as a result of its fault or negligence in connection with the prosecution of the work, and shall be responsible for the proper care and protection of work performed. Breakage or loss of office equipment or other property including that of a Government employee, which may occur in or about the building as a result of a fault or negligence in the Contractor's operations or fault or negligence in the actions of the Contractor's agent, subcontractors or its employees shall be made good by the Contractor at its expense.

H.12 GOVERNMENT FURNISHED PROPERTY (GFP)

Except as otherwise authorized by the Contracting Officer in writing, only that property and data specifically included in **Attachment J.5** will be furnished.

H.13 KEY POINTS OF CONTACT

The contractor shall provide the Contracting Officer and the Contracting Officer's Technical Representative with the contractor's key points of contact for the contract. If any of these people change, the Government shall be provided with an updated list as soon as possible but no later than two weeks in advance of the change.

H.14 PERFORMANCE OF WORK ON GOVERNMENT PREMISES

(a) Any work under this contract which is performed by the contractor or any of its subcontractors on premises under Government control is subject to all provisions of this contract governing such work and the following:

(1) All contractor personnel shall, at all times, conspicuously display a distinctive badge provided by the DOT/VOLPE Center Security Officer identifying such personnel as employees of the contractor, and shall observe and otherwise be subject to security regulations as are in effect for the particular premises involved.

(2) Except as may be otherwise specified in the contract, the contractor shall furnish all supplies, material and equipment required for the work to be performed.

(3) The contractor shall provide direct supervision of its own employees, but shall not supervise, nor accept supervision from any government personnel.

(4) The contractor shall designate to the Contracting Officer, in writing, an on-the-premises representative to serve as point of contact for the contractor with the Contracting officer or the designated Contracting Officer's Technical Representative (COTR).

(5) Performance of work on Government premises shall be confined to the area(s) specified by the Contracting Officer or his duly authorized representative.

(6) All Contractor personnel working in situations where their contractor status is not obvious to third parties are required to identify themselves as such to avoid creating an impression that they are Government Officials.

H.15 HOURS OF WORK

Government working hours of operation at the site are Monday through Friday, 7:00 a.m. to 6:00 p.m., with flexitime included. However, core hours of 9:30 a.m. to 3:30 p.m. are mandatory. The contractor will ensure that the on-site office is staffed by a supervisor or a section leader at all times between the hours of 8:00 a.m. to 5:00 p.m. (Monday to Friday). All work at the site shall be performed during regular working hours unless otherwise required by the specifications, or requested four hours in advance by the contractor and approved by the Contracting Officer's Technical Representative (COTR).

H.16 STANDARDS OF EMPLOYEE CONDUCT

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct and integrity, and shall be responsible for taking such disciplinary action with respect to its employees as may be necessary.

H.17 CONTINUITY OF SERVICES

The Contractor must be able to provide continuity of services during periods when any of its personnel employed under this contract are absent due to illness or on vacation, or when one or more of the positions described in Section C becomes temporarily vacant.

H.18 LOCATION CHANGES

The Government reserves the right to change the locations of any office space within the Volpe Center complex and/or to change the locations of the storage areas, designated for the contractor's use under this contract, to other locations within ten (10) miles of the Volpe Center, at no additional cost to the Government.

H.19. OBSERVANCE OF LEGAL HOLIDAYS

A. The on-site Government personnel observe the following holidays:

- | | |
|----------------------------------|---------------------|
| 1. New Year's Day | 7 Columbus Day |
| 2. Martin Luther King's Birthday | 8. Veterans Day |
| 3. Washington's Birthday | 9. Thanksgiving Day |
| 4. Memorial Day | 10. Christmas Day |
| 5. Independence Day | |
| 6. Labor Day | |

B. When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

C. On-site personnel assigned to this contract shall not be granted access to the installation during the holidays in paragraph A above, except as follows: the Contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative. If the Contractor's on-site personnel work during a holiday other than those in paragraph A above, no form of holiday or other premium compensation shall be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work that would have been overtime regardless of the status of the day as a holiday.

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D. The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site, unless otherwise instructed by the Contracting Officer.

E. When Government employees are, by executive order or by official closing of the Volpe Center, excused from duty without loss of pay, Contractor employees who are assigned for duty at the Center will be similarly excused if they are ready, willing and able to work.

H.20 SEAT BELT USE POLICIES AND PROGRAMS (JAN 1999)

This clause should be included in all contracts, subcontracts, and grant agreements entered into by the recipient under this contract.

1252.xx SEAT BELT USE POLICIES AND PROGRAMS (JAN 1999)

In accordance with Executive Order 13043, the recipient of this award is encouraged to adopt and enforce on-the-job seat belt use policies and programs for its employees when operating company-owned, rented, or personally-owned vehicles. The National Highway Traffic Safety Administration (NHTSA) is responsible for providing leadership and guidance in support of the Presidential initiative. Information on how to implement such a program, or statistics on the potential benefits and cost-savings to companies or organizations, can be found in the Buckle Up America section on NHTSA's website at www.nhtsa.dot.gov. Additional resources are available from the Network of Employers for Traffic Safety (NETS), a public-private partnership headquartered in Washington, D.C. dedicated to improving the traffic safety practices of employers and employees. NETS is prepared to help with technical assistance, a simple, user-friendly program kit, and an award for achieving the goal of 85 percent seat belt use. NETS can be contacted at 1 (888) 221-0045 or visit its website at www.trafficsafety.org.

H.21 CONTRACTOR PERFORMANCE MEETINGS

The Contractor, Contracting Officer Technical Representative (COTR) and Contracting Officer will meet to discuss contractor's performance on a periodic basis.

If contract discrepancies occur, the COTR will discuss with the contractor prior to withholding payment as a result of the discrepancy.

If the contractor disagrees with the Contracting Officer's decision, the contractor may appeal the decision to the level above the Contracting Officer.

H.22 SBA/DOT PARTNERSHIP AGREEMENT

This contract is issued in accordance with the terms of the Partnership Agreement between the U.S. Small Business Administration and the U.S. Department of Transportation. Although the U.S. Small Business Administration is not identified in Section A of the contract, it is the prime Contractor on the contract.

H.23 AVAILABILITY OF FUNDS

Funds are currently available for performance under this contract until the end of Fiscal Year 2001 - September 30, 2001. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of the next fiscal year's funds from which payment for contract purposes can be made. Services required under this contract are funded on a fiscal year basis. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30, 2001 until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

SECTION I - CONTRACT CLAUSES**I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.dot.gov/ost/M60/tamtar>
<http://farsite.hill.af.mil/vffar.htm>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

NUMBER	TITLE	DATE
52.202-1	Definitions	OCT 1995
52.203-3	Gratuities	APR 1984
52.203-5	Covenant Against Contingent Fees.	APR 1984
52.203-6	Restrictions on Subcontractor Sales to the Government	JUL 1995
52.203-7	Anti Kickback Procedures	JUL 1995
52.203-8	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity	JAN 1997
52.203-10	Price or Fee Adjustment for Illegal or Improper Activity	JAN 1997
52.203-12	Limitation on Payments to Influence Certain Federal Transactions	JUN 1997
52.204-4	Printed or Copied Double-Sided on Recycled Paper	AUG 2000
52.209-6	Protecting the Governments Interest When Subcontracting with Contractors Debarred, Suspended, or Proposed for Debarment	JUL 1995
52.215-2	Audit and Records - Negotiation	JUN 1999
52.215-8	Order of Precedence--Uniform Contract Format	OCT 1997
52.215-10	Price Reduction for Defective Cost or Pricing Data	OCT 1997
52.215-11	Price Redetermination for Defective Cost or Pricing Data - Modifications	OCT 1997
52.215-12	Subcontractor Cost or Pricing Data	OCT 1997
52.215-13	Subcontractor Cost or Pricing Data - Modifications	OCT 1997
52.215-15	Pension adjustments and asset reversions	DEC 1998
52.215-18	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) Other Than Pensions	OCT 1997
52.215-21	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data--Modifications	OCT 1997
52.217-8	Option to Extend Services	NOV 1989
52.217-9	Option to Extend the Term of the Contract	MAR 2000
	(a) 30 days	
	(c) 58 months	
52.219-8	Utilization of Small Business Concerns	OCT 1999
52.219-14	Limitations on Subcontracting	DEC 1996
52.222-3	Convict Labor.	AUG 1996
52.222-4	Contract Work Hours and Safety Standards Act - Overtime Compensation	SEP 2000
52.222-21	Prohibition of Segregated Facilities	FEB 1999
52.222-26	Equal Opportunity	FEB 1999

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52.222-35	Affirmative Action for Disabled Veterans and Veterans of the Vietnam Era	APR 1998
52.222-36	Affirmative Action for Workers with Disabilities	JUN 1998
52.222-37	Employment Reports on Disabled Veterans	JAN 1999
52.222-41	Veterans and Veterans of the Vietnam Era Service Contract Act of 1965, as amended	MAY 1989
52.222-43	Fair Labor Standards Act and Service Contract Act - Price Adjustment (Multiple Year and Option Contracts)	MAY 1989
52.223-5	Pollution Prevention and Right-to-Know Information	APR 1998
52.223-6	Drug-Free Workplace	JAN 1997
52.223-10	Waste Reduction Program	AUG 2000
52.223-14	Toxic Chemical Release Reporting	OCT 2000
52.224-1	Privacy Act Notification	APR 1984
52.224-2	Privacy Act	APR 1984
52.227-14	Rights in Data - General	JUN 1987
52.228-5	Insurance - Work on a Government Installation	JAN 1997
52.229-3	Federal, State, and Local Taxes	JAN 1991
52.232-1	Payments	APR 1984
52.232-8	Discounts for Prompt Payment	MAY 1997
52.232-11	Extras	APR 1984
52.232-17	Interest	JUN 1996
52.232-23	Assignment of Claims	JAN 1986
52.232-25	Prompt Payment	JUN 1997
52.232-33	Payment by Electronic Funds Transfer-Central Contractor Registration	MAY 1999
52.233-1	Disputes	DEC 1998
52.233-3	Protest after Award	AUG 1996
52.237-2	Protection of Government Buildings, Equipment, and Vegetation	APR 1984
52.237-3	Continuity of Services	JAN 1991
52.242-13	Bankruptcy	JUL 1995
52.243-1	Changes - Fixed-Price Alternate I (APR 1984)	AUG 1987
52.244-5	Competition in Subcontracting	DEC 1996
52.244-6	Subcontracts for Commercial Items and Commercial Components	OCT 1998
52.245-1	Property Records	APR 1984
52.245-2	Government Property (Fixed-Price Contracts) Alternate I (APR 1984)	DEC 1989
52.246-25	Limitation of Liability - Services	FEB 1997
52.248-1	Value Engineering	FEB 2000
52.249-2	Termination for Convenience of the Government (Fixed Price)	SEP 1996
52.249-8	Default (Fixed-Price Supply and Service)	APR 1984
52-251-1	Government Supply Sources	APR 1984
52.253-1	Computer Generated Forms	JAN 1991

II. TRANSPORTATION ACQUISITION REGULATION (48 CFR CHAPTER 12) CLAUSES

NUMBER	TITLE	DATE
1252.209-70	DISCLOSURE OF CONFLICTS OF INTEREST	OCT 1994
1252.223-71	ACCIDENT AND FIRE REPORTING	OCT 1994
1252.237-70	QUALIFICATION OF EMPLOYEES	OCT 1994
1252.242-72	DISSEMINATION OF CONTRACT INFORMATION	OCT 1994
1252.245-70	GOVERNMENT PROPERTY RECORDS	OCT 1994

I.2 52.204-1 Approval of Contract. (DEC 1989)

This contract is subject to the written approval of Chief, Contracts and Business Processes Branch and shall not be binding until so approved.

I.3 52.215-19 Notification of Ownership Changes. (OCT 1997)

(a) The Contractor shall make the following notifications in writing:

(1) When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.

(2) The Contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

(b) The Contractor shall--

(1) Maintain current, accurate, and complete inventory records of assets and their costs;

(2) Provide the ACO or designated representative ready access to the records upon request;

(3) Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

(4) Retain and continue to maintain depreciation and amortization schedules based on the asset records maintained before each Contractor ownership change.

(c) The Contractor shall include the substance of this clause in all subcontracts under this contract that meet the applicability requirement of FAR 15.408(k).

I.4 52.219-17 SECTION 8(a) AWARD (DEC 1996) (DEVIATION)

(a) By execution of a contract, the Small Business Administration (SBA) agrees to the following:

(1) (~~DELETED~~)

(2) Except for novation agreements, delegates to the Volpe National Transportation Systems Center the responsibility for administering the contract with complete authority to take any action on behalf of the Government under the terms and conditions of the contract; provided, however that the contracting agency shall give advance notice to the SBA before it issues a final notice terminating the right of the subcontractor to proceed with further performance, either in whole or in part, under the contract.

(3) That payments to be made under the contract will be made directly to the subcontractor by the contracting activity.

(4) To notify the Volpe National Transportation Systems Center Contracting Officer immediately upon notification by the subcontractor that the owner or owners upon whom 8(a) eligibility was based plan to relinquish ownership or control of the concern.

(5) That the subcontractor awarded a subcontract hereunder shall have the right of appeal from decisions of the cognizant Contracting Officer under the "Disputes" clause of the subcontract.

(b) The Offeror/subcontractor agrees and acknowledges that it will, for and on behalf of the SBA, fulfill and perform all of the requirements of the contract.

(c) The Offeror/subcontractor agrees that it will not subcontract the performance of any of the requirements of this subcontract to any lower tier subcontractor without the prior written approval of the cognizant Contracting Officer of the Volpe National Transportation Systems Center.

(d) Intentionally left blank.

(e) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to the Memorandum of Understanding between the Small business Administration (SBA) and the Department of Transportation (DOT). SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is: ***[To be completed by the Contracting Officer at time of award]***

**I.5 52.219-18 NOTIFICATION OF COMPETITION LIMITED TO ELIGIBLE 8(A) CONCERNS.
(DEVIATION) (JAN 1997)**

(a) Offers are solicited only from small business concerns expressly certified by the Small Business Administration (SBA) for participation in the SBA's 8(a) Program and which meet the following criteria at the time of submission of offer:

(1) SIC code 8721 is specifically included in the Offeror's approved business plan;

(2) The Offeror is in conformance with the 8(a) support limitation set forth in its approved business plan; and

(3) The Offeror is in conformance with the Business Activity Targets set forth in its approved business plan or any remedial action directed by the SBA.

(b) By submission of its offer, the Offeror certifies that it meets all of the criteria set forth in paragraph (a) of this clause.

(c) (DEVIATION) Any award resulting from this solicitation will be made directly by the Volpe Center to the successful 8(a) Offeror selected through the evaluation criteria set forth in this solicitation.

(d)(1) (DEVIATION) Agreement. A small business concern submitting an offer in its own name agrees to furnish, in performing the contract, only end items manufactured or produced by small business concerns in the United States. The term "United States" includes its territories and possessions, the Commonwealth of Puerto Rico, the Trust Territory of the Pacific Islands, and the District of Columbia. If this procurement is processed under simplified acquisition procedures and the total amount of this contract does not exceed \$25,000, a small business concern may furnish the product of any domestic firm. This subparagraph does not apply in connection with construction or service contracts.

(2) (DEVIATION) The [insert name of 8(a) contractor] will notify the Volpe National Transportation Systems Center Contracting Officer, simultaneous with its notification to the SBA, in writing immediately upon entering an agreement (either oral or written) to transfer all or part of its stock or other ownership interest to any other party.

(e) (DEVIATION) This contract is issued as a direct award between the contracting activity and the 8(a) contractor pursuant to the Memorandum of Understanding between the Small business Administration (SBA) and the Department of Transportation (DOT). SBA does retain responsibility for 8(a) certification, 8(a) eligibility determinations and related issues, and providing counseling and assistance to the 8(a) contractor under the 8(a) program. The cognizant SBA district office is: [To be completed by the Contracting Officer at time of award

I.6 52.252-6 AUTHORIZED DEVIATIONS IN CLAUSES. (APR 1984)

As prescribed in 52.107(f), insert the following clause in solicitations and contracts that include any FAR or supplemental clause with an authorized deviation. Whenever any FAR or supplemental clause is used with an authorized deviation, the Contracting Officer shall identify it by the same number, title, and date assigned to the clause when it is used without deviation, include regulation name for any supplemental clause, except that the contracting officer shall insert "(DEVIATION)" after the date of the clause.

(a) The use in this solicitation or contract of any Federal Acquisition Regulation (48 CFR Chapter 1) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the date of the clause.

(b) The use in this solicitation or contract of any Transportation Acquisition Regulation (48 CFR CH. 12) clause with an authorized deviation is indicated by the addition of "(DEVIATION)" after the name of the regulation.

I.7 52.222-42 Statement of Equivalent Rates for Federal Hires. (MAY 1989)

In compliance with the Service Contract Act of 1965, as amended, and the regulations of the Secretary of Labor (29 CFR Part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

This Statement is for Information Only:
It is not a Wage Determination

Accounting Supervisor, GS-9
Lead Voucher Examiner(Accounts Payable), GS-7
Lead Voucher Examiner (Travel), GS-7
Voucher Examiner (VE I), GS-5
Voucher Examiner (VE II), GS-6
File/Data Entry Clerk (Accounts Payable)/GS-4
Voucher Examiner (Travel)/GS-6

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

J.1 LIST OF ATTACHMENTS

ATTACHMENT NO.	TITLE
J.1	U.S. DOL Wage Determination No. 1994-2255, (Rev. 15)
J.2	Past Performance Evaluation Form
J.3	Client Authorization letter
J.4	Quality Assurance Surveillance Plan
J.5	Government Furnished Property
J.6	Historical Data
J.7	Overtime
J.8	Invoice Tracking Manual - See Section C.4.I.A. of RFP
J.9	Labor-Management Agreement - See Section C.4.II of RFP
J.10	Telephone Partial Payment Summary Sheet - See Section C.4.I.B.(13)
J.11	Contract Partial Payment Records - Summary Sheet - See Section C.4.I.B.(13)
J.12	Problem Action Log - See Section C.4.I.B.(15) of RFP
J.13	Request for Vendor Information - Electronic Funds Transfer Letter - See Section C.4.I.C.(11) of the RFP
J.14	Weekly Travel Statistics Report - See Section C.4.II.B.(8) of the RFP
J.15	Monthly Travel Actual Expense Spreadsheet - See Section C.4.II.B.(9) of the RFP
J.16	Monthly Travel Actual Expense Spreadsheet Non-Volpe Travelers - See Section C.4.II.B.(9) Of the RFP
J.17	Monthly Travel (TDY) Leave Spreadsheet - See C.4.II.B.(9) of the RFP
J.18	Travel of Individuals Paid for by OAs Other Than The Individual's Employing OA Spreadsheet - See Section C.4.II.B.(11) of the RFP
J.19	Monthly GSA Travel Report Spreadsheet - See Section C.4.II.B.(11) of the RFP
J.20	Invoice Scheduling Report - See Section C.4.I.B.(5) Of the RFP
J.21	Non-Federal Travel Report - See Section C.4.II.B.(11) Of the RFP

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF OFFERORS

K.1 52.252-1 Solicitation Provisions Incorporated by Reference. (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.dot.gov/ost/M60/tamtar>
<http://farsite.hill.af.mil/vffar.htm>

52.203-11 Certification and Disclosure Regarding APR 1991
Payments to Influence Certain Federal
Transactions.

K.2 SIGNATURE

By execution and submission of this statement, the undersigned acknowledges that he/she has reviewed and, where appropriate, has fully and accurately completed each of the certifications and/or representations contained in Section K of this solicitation (K.1 through K.10) for the purpose(s) set forth therein, and that he/she has been authorized to do so on behalf of the offeror.

Signature

Typed Name, Title

Offeror

Date

K.3 52.203-2 Certificate of Independent Price Determination. (APR 1985)

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to -

(i) Those prices;

(ii) The intention to submit an offer; or

(iii) The methods or factors used to calculate the prices offered.

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision [insert full name of person(s)] in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization);

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) of this provision have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision; and

(iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) of this provision.

(c) If the offeror deletes or modifies subparagraph (a)(2) of this provision, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.4 52.204-3 Taxpayer Identification. (OCT 1998)

(a) Definitions.

"Common parent," as used in this provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Taxpayer Identification Number (TIN)," as used in this provision, means the number required by the Internal Revenue Service (IRS) to be used by the offeror in reporting income tax and other returns. The TIN may be either a Social Security Number or an Employer Identification Number.

(b) All offerors must submit the information required in paragraphs (d) through (f) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the IRS. If the resulting contract is subject to the payment reporting requirements described in Federal Acquisition Regulation (FAR) 4.904, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(c)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.

(d) Taxpayer Identification Number (TIN).

[] TIN: _____

[] TIN has been applied for.

[] TIN is not required because:

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☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of the Federal Government.

(e) Type of organization.

☐ Sole proprietorship;
☐ Partnership;
☐ Corporate entity (not tax-exempt);
☐ Corporate entity (tax-exempt);
☐ Government entity (Federal, State, or local);
☐ Foreign government;
☐ International organization per 26 CFR 1.6049-4;
☐ Other _____

(f) Common parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

☐ Name and TIN of common parent:

Name _____

TIN _____

K.5 52.209-5 Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters. (MAR 1996)

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals -

(A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☐, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has ☐ has not ☐, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.6 52.219-1 Small Business Program Representations (Oct 2000)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is 541219.

(2) The small business size standard is \$6.0M.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.*

(1) The offeror represents as part of its offer that it [] is, [] is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it [] is, [] is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it [] is, [] is not a women-owned small business concern.

- (4) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it [] is not a veteran-owned small business concern.
- (5) (Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.) The offeror represents as part of its offer that is [] is not a service-disabled veteran-owned small business concern.

(c) *Definitions.* As used in this provision--

"Service-disabled veteran-owned small business concern"--

(1) Means a small business concern--

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

"Small business concern," means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

"Veteran-owned small business concern" means a small business concern--

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned small business concern," means a small business concern

- (1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(d) Notice.

- (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.
 - (2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall --
 - (i) Be punished by imposition of fine, imprisonment, or both;
 - (ii) Be subject to administrative remedies, including suspension and debarment; and
 - (iii) Be ineligible for participation in programs conducted under the authority of the Act.
- (End of Provision)

Alternate I (Oct 2000). As prescribed in 19.307(a)(2), add the following paragraph (b)(6) to the basic provision:

(6) *[Complete only if offeror represented itself as small business concern in paragraph (b)(1) of this provision]*. The offeror represents, as part of its offer, that--

(i) It ___is, ___is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and

(ii) It ___is, ___is not a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. *[The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: _____.]* Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

K.7 52.222-22 Previous Contracts and Compliance Reports. (FEB 1999)

The offeror represents that -

(a) It (___) has, (___) has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation;

(b) It (___) has, (___) has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K.8 52.222-25 Affirmative Action Compliance. (APR 1984)

The offeror represents that -

(a) It ___ has developed and has on file, ___ has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2); or

(b) It ___ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K.9 52.223-13 Certification of Toxic Chemical Release Reporting (Oct 2000)

(a) Submission of this certification is a prerequisite for making or entering into this contract imposed by Executive Order 12969, August 8, 1995.

(b) By signing this offer, the offeror certifies that --

(1) As the owner or operator of facilities that will be used in the performance of this contract that are subject to the filing and reporting requirements described in section 313 of the Emergency Planning and Community Right-to-Know Act of 1986 (EPCRA) (42 U.S.C. 11023) and section 6607 of the Pollution Prevention Act of 1990 (PPA) (42 U.S.C. 13106), the offeror will file and continue to file for such facilities for the life of the contract the Toxic Chemical Release Inventory Form (Form R) as described in sections 313(a) and (g) of EPCRA and section 6607 of PPA; or

(2) None of its owned or operated facilities to be used in the performance of this contract is subject to the Form R filing and reporting requirements because each such facility is exempt for at least one of the following reasons: *[Check each block that is applicable.]*

() (i) The facility does not manufacture, process, or otherwise use any toxic chemicals listed under section 313(c) of EPCRA, 42 U.S.C. 11023(c);

() (ii) The facility does not have 10 or more full-time employees as specified in section 313(b)(1)(A) of EPCRA, 42 U.S.C. 11023(b)(1)(A);

() (iii) The facility does not meet the reporting thresholds of toxic chemicals established under section 313(f) of EPCRA, 42 U.S.C. 11023(f) (including the alternate thresholds at 40 CFR 372.27, provided an appropriate certification form has been filed with EPA);

() (iv) The facility does not fall within Standard Industrial Classification Code (SIC) major groups 20 through 39 or their corresponding North American Industry Classification System (NAICS) sectors 31 through 33; or

() (v) The facility is not located within any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, American Samoa, the United States Virgin Islands, the Northern Mariana Islands, or any other territory or possession over which the United States has jurisdiction.

K.10 52.227-15 Representation of Limited Rights Data and Restricted Computer Software. (JUN 1987)

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in FAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data - General clause at 52.227-14 that is to be included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include any of the aforementioned Alternates in the clause at 52.227-14, Rights in Data - General, the offeror's response to this solicitation shall, to the extent feasible, complete the representation in paragraph (b) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of such data should a contract be awarded to the offeror.

REPRESENTATION CONCERNING DATA RIGHTS

Offeror has reviewed the requirements for the delivery of data or software and states (offeror check appropriate block) -

___ None of the data proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

___ Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and are identified as follows:

Note: "Limited rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights In Data - General."

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR QUOTERS

L.1 52.252-1 Solicitation Provisions Incorporated by Reference. (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.dot.gov/ost/M60/tamtar>
<http://farsite.hill.af.mil/vffar.htm>

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) CLAUSES

52.204-6	Data Universal Numbering System (DUNS) Number	JUN 1999
52.215-1	Instructions to Offerors - Competitive Acquisition	FEB 2000
52.215-16	Facilities Capital Cost of Money	OCT 1997
52.232-38	Submission of Electronic Funds Transfer Information with Offer	MAY 1999

L.2 SMALL BUSINESS SIZE STANDARD

Offerors shall be considered small if its average annual receipts for its preceding 3 fiscal years does not exceed \$6.0 Million for NAICS Code 541219.

L.3 52.216-1 Type of Contract (APR 1984)

The Government contemplates award of a Firm Fixed Price contract in accordance with FAR 16.202 resulting from this solicitation.

L.4 52.233-2 Service of Protest. (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Linda J. Byrne, Contracting Officer
DOT/RSPA/Volpe Center
55 Broadway Kendall Square, DTS-852
Cambridge, MA 02142

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.5 SOLICITATION MAILING INSTRUCTIONS

To facilitate proper handling of your bid, offer or amendment thereof, it is imperative that the outermost envelope/packaging which contains the bid/offer/amendment bear the attached label (if a label is provided herewith) or be addressed in the format presented in the "Issued by" block on page 1 of this solicitation.

L.6 PROPOSAL PREPARATION INSTRUCTIONS

A. GENERAL

Only proposals received from SBA 8(A) certified offerors within SBA Regions I and II (excluding Puerto Rico) will be considered. Therefore, only SBA 8(a) certified offerors who have an office within Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York and New Jersey will be considered.

The Offeror shall submit its proposal under the subject RFP by completing the following portions of the solicitation:

1. Standard Form 33, Solicitation, Offer and Award - Section A (Page 1 of the solicitation)
2. All requested prices for items found in Section B
3. Representations and Certifications - Section K
4. Technical
5. Past Performance Information

Once all parts noted above are complete, the offeror shall submit **six (6) copies** of the proposal, each with an original signature in Block 17 of the Standard Form (SF) 33 to the address provided in the SF 33. Sealed offers must be received by the proposal due time and date set forth in Block 9 on page 1 of the solicitation.

B. AWARD WITHOUT DISCUSSIONS

The Government intends to evaluate proposals and award contracts based on the initial offer (FAR 52.215-1(f)(4)). It is particularly important that each Offeror be fully responsive in providing their best offer initially, since there may be no opportunity to revise proposals at a later date.

Offerors' initial proposals shall be reviewed to determine whether they satisfy the formal requirements of the solicitation. Those proposals determined by the Government to be so grossly and obviously deficient as to be totally unacceptable on their face may be eliminated from further consideration before the initial evaluation.

Failure of Offerors to respond or follow the instructions regarding the organization and content of the proposal volumes may result in the entire offer being eliminated before initial evaluation.

An incomplete or deficient price proposal will impede the Contracting Officer from performing a price analysis to determine reasonableness of proposed price. If an Offeror's initial price proposal is so grossly deficient or ambiguous that an analysis cannot be performed, that Offeror's price proposal may be deemed unrealistic and the entire offer may be excluded from evaluation.

C. INQUIRIES

Any inquiries or correspondence pertaining to the Request for Proposal must be received not later than 14 calendar days after issuance of this RFP. Address all written inquiries to:

U.S Department of Transportation
RSPA/Volpe National Transportation Systems Center
Attn: Kathleen Foley, DTS-852
55 Broadway
Cambridge, MA 02142

The envelope must reference the solicitation number and the mail code. Questions may also be submitted by E-Mail to foley@volpe.dot.gov or by Fax at (617) 494-3024. Any questions received after this date will be answered only if determined by the Contracting Officer to be in the best interest of the Government. **NO ORAL INQUIRIES WILL BE ANSWERED.** No question of any nature or form can be directed to technical personnel. Any additions, deletions or changes to this procurement will be made by amendment to the RFP. Each amendment will be identified by number, and receipt thereof will be acknowledged by each Offeror. Consistent with the dissemination of the Request for Proposal, **any amendment will be posted on the Volpe Center Acquisition Division INTERNET home page** (<http://www.volpe.dot.gov/procure/index.html>) and no paper copies will be mailed to prospective Offerors.

D. PRICE/BUSINESS PROPOSAL REVIEW

The Government may at its sole discretion arrange for a Contractor to assist in the review of price/business proposals. The Contractor reviewing proposals and supporting documentation are required to: safeguard all proprietary data; complete non-disclosure statements; and complete conflict of interest statements.

E. PROPOSAL SUBMISSION

1. Your proposal must be prepared in two (2) separate parts entitled, respectively, "Technical Proposal" and "Price/Business Proposal". Each part of your proposal should be complete in itself so that evaluation of both parts may be accomplished concurrently and evaluation of the technical proposal may be made strictly on the basis of technical merit.
2. The number of copies of proposals to be submitted is six (6) copies for the technical proposal and six (6) for the price/business proposal. Proposals must be identified with the RFP number and the VNTSC mail code and must be mailed or hand carried to Kathleen M. Foley, DTS-852, Volpe National Transportation Systems Center, Kendall Square, Cambridge, MA 02142, to insure receipt by date and time cited in Block 9 of the Standard Form 33. Packages should be clearly labeled "Proposal Data, to be opened by Addressee Only."
3. The attached Standard Form 33 and all representations, certifications, and acknowledgments contained in Section K must be completed and signed by an authorized official of your organization and be included in your price/business proposal.

F PAGE LIMITS

The maximum number of pages that may be submitted for the technical and price/business proposals are as follows:

Volume I - Technical: 10 pages

Volume II - Price/Business: No Limit

G. TEXT

The text of the proposal shall be formatted on 8 1/2 by 11 inch paper with printing on one side only. Pages shall also be consecutively numbered. Type size shall be 10 point proportional, averaging not more than 14 characters per inch (reduction is not permitted). Exceptions to these restrictions are fold-out pages to 11 x 17 inches used for diagrams, charts, or graphic material. The text will be single spaced with minimum margins as follows:

Left Hand - 1 inch
Right Hand - 1 inch
Top - 1 1/2 inch
Bottom - 3/4 inch

H. COVER

The cover which shall not count against the page limitation of the proposal of each volume shall indicate the following:

1. Title of proposal
2. Proposal category (technical or cost)
3. Volume number
4. RFP number
5. Name and address of the offeror
6. Serial number/copy number

I. PRICE/BUSINESS PROPOSAL

The price/business proposal shall be submitted in two sections as applicable:

Section I - Solicitation Documents. Offerors shall submit a completed and signed SF 33 (page 1 of the solicitation) including acknowledgement of any amendments; and Representations, Certifications, and Other Statements of Offerors (Section K of the solicitation.

Section II - Section B Schedule prices for the services to be performed in accordance with Section C.

Offerors shall complete Attachment J.7, Section J for overtime services. The overtime prices set forth in Attachment J.7 will not be used as an evaluation factor at the time proposals are evaluated for price for contract award. The overtime prices will be used for pricing fixed price modifications in the event the Government elects to order any overtime during the term of the contract.

J. TECHNICAL PROPOSAL

The technical proposal shall consist of two parts as follows:

Part I - Management Approach/Experience/Skills

1. Describe your management approach to the following:
 - a. How you plan to provide a fully staffed, professionally trained and experienced Accounting Services team as required in Section C - Statement of Work (SOW)
 - b. Brief description of the offeror's transition plan (including the identification of transition staff and roles).
 - c. Brief description of the offeror's back-fill coverage plan for on-site personnel during peak periods, vacations, sickness, etc.
2. Describe your Corporate working knowledge and expertise with each of the following:
 - a. Voucher examining (invoices and vouchers)
 - b. Federal Prompt Payment Act regulations
 - c. Multi-year technical task order contracts
 - d. Voucher Examining (travel voucher)
 - e. Federal Travel Regulations
 - f. Automated accounting information systems
 - g. Automated travel voucher processing systems
 - h. Account reconciliations (including, but not limited to unliquidated obligation reviews)
 - i. Customer service (include any awards received, etc.)
3. Describe your proposed staff's working knowledge and expertise with each of the following:
 - a. Voucher examining (invoices and vouchers)
 - b. Federal Prompt Payment Act Regulations
 - c. Multi-year technical task order contracts
 - d. Voucher examining (travel vouchers)
 - e. Federal Travel Regulations
 - f. Automated accounting information systems
 - g. Automated travel voucher processing systems
 - h. Account reconciliations (including, but not limited to unliquidated obligation reviews)
 - i. Customer service (include any awards received, etc.)

Part II - Past Performance

The offeror will be evaluated on its performance under existing and prior contracts for similar products. The offeror shall provide a list of contracts that it is currently performing or has completed within the past three years. The Offeror must make a good faith effort to insure that the list includes all prime contracts with a value over \$100,000 with the Federal Government. Performance information will be used for both responsibility determination and as an evaluation factor. References other than those provided by the Offeror may be contacted by the Government and information received will be used in the evaluation of the Offeror's past performance. The Offeror shall include the following information for each contract.

1. Name and address of the customer
2. Contract Number
3. Contract Type
4. Total Contract Value
5. Description of the contract work
6. Contracting Officer's address and telephone number
7. Contracting Officer's Technical Representative's address and telephone number
8. List of subcontractors, if any
9. Assessment of relevance to the requirements identified in this solicitation

From the above list, the Offeror shall select no more than three contracts that it considers most relevant in demonstrating its ability to perform and deliver the proposed requirement. For this solicitation, the Government will consider an Offeror's experience that is most relevant to the requirements of Section C herein in demonstrating an offeror's ability to perform the requirements.

The Offeror is responsible for making all reasonable efforts to ensure that a completed evaluation report is provided for each of the three cited contracts no later than the due date for receipt of the proposal. If the contracting activity has completed a Contractor Evaluation Report and provided a copy to the Offeror, particularly those completed in accordance with FAR Subpart 42.15, a copy of this report is sufficient. If the customer has not developed its own past performance report form, VNTSC Form 4200.7, included as an Attachment in Section J, shall be provided to the customer. Information contained in the evaluation reports shall be considered sensitive and shall not be released to other Offerors.

If the Government receives negative past performance information, (indicating that performance was less than satisfactory) which is not accompanied by a response from the Offeror, a copy of the adverse information will be provided to the offeror. The Offeror will then be given a limited period of time in which to provide a response. If no response is received within the specified time-frame, the negative past performance information will be evaluated as submitted.

Offerors must send a Client Authorization Letter, included as an attachment in Section J, to all non-Federal government references listed in their proposal to assist in the timely processing of past performance evaluations. Client Authorization Letters must be mailed to individual references no later than the proposal submission date. The Offeror shall include a copy of all completed Client Authorization Letters as part of the Past Performance submission.

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If the Offeror has not relevant past performance history, it must affirmatively so state. Offerors with no relevant past performance history or offerors that are unable to provide past performance reports after making all reasonable efforts will not be evaluated favorably or unfavorably under this criteria in accordance with FAR Subpart 15.305.

If the Offeror does not either include past performance history or affirmatively state that no past performance history exists or can be obtained, the offeror's proposal will be ineligible for award.

SECTION M - EVALUATION FACTORS FOR AWARD**M.1 52.252-1 SOLICITATION PROVISION INCORPORATED BY REFERENCE (JUN 1988)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.dot.gov/ost/M60/tamtar>
<http://farsite.hill.af.mil/vffar.htm>

I. FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1) PROVISIONS

NUMBER	TITLE	DATE
52.217-5	EVALUATION OF OPTIONS	JUL 1990

M.2 GENERAL EVALUATION INFORMATION

A. Basis for Award. It is the Government's intent to make award based upon initial offers without entering into discussions or negotiations. Award(s) will be made to the responsive and responsible Offerors whose offers provide the greatest overall value to the Government, based on the technical proposal, the price/business proposal, and other factors. While it is the Government's intent to make award based upon initial offers, the Government may, nevertheless, determine during the evaluation period that it is necessary to conduct discussions. In that case, the Contracting Officer will proceed to establish a competitive range and conduct negotiations with the firms in that range.

B. Order of Importance. The evaluation factors other than price, i.e., the technical proposal, when combined, are significantly more important than price in the selection of Contractors for award. Notwithstanding this fact, Offerors are cautioned not to minimize the importance of the price proposal. The price evaluation will become more significant when the Management Approach/Experience/Skills and Past Performance are closer; when these factors other than price are essentially equal, price may become the determining factor in making award.

C. Only SBA 8(a) certified offerors within SBA Regions I and II (excluding Puerto Rico) will be considered. Therefore, only SBA 8(a) certified offerors who have an office within Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New York and New Jersey will be considered.

M.2 Technical Evaluation

General. The offerors will be evaluated on their written submission covering their Management Approach/Experience Skills and Past Performance.

Criteria for Evaluation. The criterion for evaluation of each factor is described below. The two factors are listed in descending order of importance in evaluating proposals.

B. Management Approach/Experience/Skills. The purpose of this criterion is to assess the offeror's management approach to staffing, transition plan, and back-fill coverage. It also assesses the offeror's corporate working knowledge and expertise as well as the proposed staff's working knowledge and expertise of each of the following:

1. Voucher examining (invoices and vouchers)
2. Federal Prompt Payment Act Regulations
3. Multi-Year Technical Task Order Contracts
4. Voucher examining (travel vouchers)
5. Federal Travel Regulations
6. Automated accounting information systems
7. Automated travel voucher processing systems
8. Account reconciliations (including, but not limited to unliquidated obligation reviews)
9. Customer service (include any awards received, etc.)

B. Past Performance. The purpose of this criterion is to assess the ability of the offeror to perform successfully based upon an evaluation of its relevant past performance based upon the services described in the Statement of Work (SOW). The Offeror's relevant past performance history will be evaluated for the following subfactors, which are of equal importance:

- (1) quality of product/service;
- (2) timeliness of performance;
- (3) cost control; and
- (4) business relations.

Only relevant Past Performance history will be considered.

If a offeror has affirmatively stated that it has no relevant past performance history, and there is no evidence to the contrary, the Offeror will not be rated favorably or unfavorably on past performance.

M.3 Price Criteria

The offeror's price/business proposal will be evaluated for compliance with the RFP instructions. The total price proposed will be determined by adding the total amount for the base contract period to the total amounts for all option periods.

Evaluation of Options will not obligate the Government to exercise the option or options.

Attachment J.1

94-2255 MA,BOSTON

09/26/00

FOR OFFICIAL USE ONLY BY FEDERAL AGENCIES PARTICIPATING IN MOU WITH DOL

WASHINGTON D.C. 20210

William W.Gross
DirectorDivision of
Wage DeterminationsWage Determination No.: 1994-2255
Revision No.: 15
Date Of Last Revision: 09/15/2000Applicable in the state of **Massachusetts** in the areas listed below:

BRISTOL COUNTY: Mansfield, Norton, Rayham

ESSEX COUNTY: Lynn, Lynnfield, Nahant, Saugus

MIDDLESEX COUNTY: Entire County

NORFOLK COUNTY: Bellingham, Braintree, Brookline, Canton, Cohasset, Dedham, Dover, Foxborough, Franklin, Holbrook, Medfield, Medway, Millis, Milton, Needham, Norfolk, Norwood, Quincy, Randolph, Sharon, Stoughton, Walpole, Wellesley, Westwood, Weymouth, Wrentham

PLYMOUTH COUNTY: Carver, Duxbury, Hanover, Hanson, Hingham, Hull, Kingston, Lakeville, Marshfield, Middleborough, Norwell, Pembroke, Plymouth, Plympton, Rockland, Scituate

SUFFOLK COUNTY: Entire County

WORCESTER COUNTY: Berlin, Bolton, Harvard, Hopedale, Lancaster, Mendon, Milford, Southborough, Upton

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION TITLE

MINIMUM WAGE RATE

Administrative Support and Clerical Occupations

Accounting Clerk I	11.44
Accounting Clerk II	12.48
Accounting Clerk III	13.42
Accounting Clerk IV	16.61
Court Reporter	14.72
Dispatcher, Motor Vehicle	14.72
Document Preparation Clerk	12.96
Duplicating Machine Operator	12.96
Film/Tape Librarian	13.27
General Clerk I	9.74
General Clerk II	10.94
General Clerk III	12.96
General Clerk IV	15.03
Housing Referral Assistant	16.08
Key Entry Operator I	11.53
Key Entry Operator II	14.11
Messenger (Courier)	9.74
Order Clerk I	10.51
Order Clerk II	12.59
Personnel Assistant (Employment) I	12.41
Personnel Assistant (Employment) II	13.94

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Personnel Assistant (Employment) III	15.21
Personnel Assistant (Employment) IV	18.04
Production Control Clerk	16.08
Rental Clerk	13.27
Scheduler, Maintenance	13.27
Secretary I	13.27
Secretary II	14.72
Secretary III	16.08
Secretary IV	17.05
Secretary V	22.58
Service Order Dispatcher	13.27
Stenographer I	10.86
Stenographer II	13.27
Supply Technician	17.05
Survey Worker (Interviewer)	14.72
Switchboard Operator-Receptionist	12.23
Test Examiner	14.72
Test Proctor	14.72
Travel Clerk I	9.56
Travel Clerk II	10.34
Travel Clerk III	11.14
Word Processor I	13.39
Word Processor II	14.61
Word Processor III	17.28
Automatic Data Processing Occupations	
Computer Data Librarian	12.59
Computer Operator I	12.59
Computer Operator II	14.08
Computer Operator III	17.06
Computer Operator IV	21.48
Computer Operator V	24.05
Computer Programmer I (1)	16.52
Computer Programmer II (1)	18.86
Computer Programmer III (1)	22.37
Computer Programmer IV (1)	27.63
Computer Systems Analyst I (1)	21.99
Computer Systems Analyst II (1)	27.31
Computer Systems Analyst III (1)	27.63
Peripheral Equipment Operator	12.59
Automotive Service Occupations	
Automotive Body Repairer, Fiberglass	17.75
Automotive Glass Installer	16.24
Automotive Worker	16.24
Electrician, Automotive	17.02
Mobile Equipment Servicer	14.72
Motor Equipment Metal Mechanic	17.75
Motor Equipment Metal Worker	16.24
Motor Vehicle Mechanic	17.31
Motor Vehicle Mechanic Helper	13.91
Motor Vehicle Upholstery Worker	15.45
Motor Vehicle Wrecker	16.24
Painter, Automotive	17.02
Radiator Repair Specialist	16.24
Tire Repairer	14.22
Transmission Repair Specialist	17.75
Food Preparation and Service Occupations	
Baker	13.05
Cook I	11.80
Cook II	13.01
Dishwasher	9.22
Food Service Worker	9.22
Meat Cutter	13.01
Waiter/Waitress	9.79

Furniture Maintenance and Repair Occupations

Electrostatic Spray Painter	17.02
Furniture Handler	13.14
Furniture Refinisher	17.02
Furniture Refinisher Helper	13.91
Furniture Repairer, Minor	15.45
Upholsterer	17.02

General Services and Support Occupations

Cleaner, Vehicles	9.36
Elevator Operator	9.22
Gardener	11.80
House Keeping Aid I	8.66
House Keeping Aid II	9.22
Janitor	9.22
Laborer, Grounds Maintenance	9.79
Maid or Houseman	11.80
Pest Controller	12.38
Refuse Collector	9.22
Tractor Operator	11.14
Window Cleaner	9.90

Health Occupations

Dental Assistant	11.34
Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	12.01
Licensed Practical Nurse I	13.90
Licensed Practical Nurse II	15.60
Licensed Practical Nurse III	17.45
Medical Assistant	10.13
Medical Laboratory Technician	10.13
Medical Record Clerk	10.13
Medical Record Technician	14.04
Nursing Assistant I	8.29
Nursing Assistant II	9.32
Nursing Assistant III	9.80
Nursing Assistant IV	11.41
Pharmacy Technician	12.64
Phlebotomist	10.13
Registered Nurse I	16.64
Registered Nurse II	22.79
Registered Nurse II, Specialist	22.79
Registered Nurse III	27.57
Registered Nurse III, Anesthetist	27.57
Registered Nurse IV	33.05

Information and Arts Occupations

Audiovisual Librarian	17.05
Exhibits Specialist I	16.76
Exhibits Specialist II	21.30
Exhibits Specialist III	26.05
Illustrator I	16.76
Illustrator II	21.30
Illustrator III	26.05
Librarian	22.58
Library Technician	14.72
Photographer I	12.79
Photographer II	16.76
Photographer III	21.30
Photographer IV	26.05
Photographer V	31.51

Laundry, Dry Cleaning, Pressing and Related Occupations

Assembler	7.43
Counter Attendant	7.43
Dry Cleaner	9.86
Finisher, Flatwork, Machine	7.43
Presser, Hand	7.43

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Presser, Machine, Drycleaning	7.43
Presser, Machine, Shirts	7.43
Presser, Machine, Wearing Apparel, Laundry	7.43
Sewing Machine Operator	10.65
Tailor	11.36
Washer, Machine	8.26
Machine Tool Operation and Repair Occupations	
Machine-Tool Operator (Toolroom)	17.22
Tool and Die Maker	20.35
Material Handling and Packing Occupations	
Forklift Operator	13.52
Fuel Distribution System Operator	14.72
Material Coordinator	15.02
Material Expediter	15.02
Material Handling Laborer	11.65
Order Filler	12.48
Production Line Worker (Food Processing)	13.52
Shipping Packer	12.09
Shipping/Receiving Clerk	12.09
Stock Clerk (Shelf Stocker; Store Worker II)	12.19
Store Worker I	10.58
Tools and Parts Attendant	13.52
Warehouse Specialist	12.96
Mechanics and Maintenance and Repair Occupations	
Aircraft Mechanic	17.75
Aircraft Mechanic Helper	13.91
Aircraft Quality Control Inspector	18.42
Aircraft Servicer	15.45
Aircraft Worker	16.24
Appliance Mechanic	17.02
Bicycle Repairer	14.22
Cable Splicer	17.75
Carpenter, Maintenance	17.02
Carpet Layer	16.24
Electrician, Maintenance	18.67
Electronics Technician, Maintenance I	12.00
Electronics Technician, Maintenance II	16.60
Electronics Technician, Maintenance III	18.52
Fabric Worker	15.45
Fire Alarm System Mechanic	17.75
Fire Extinguisher Repairer	14.72
Fuel Distribution System Mechanic	17.75
General Maintenance Worker	16.24
Heating, Refrigeration and Air Conditioning Mechanic	17.75
Heavy Equipment Mechanic	17.75
Heavy Equipment Operator	18.10
Instrument Mechanic	17.75
Laborer	12.51
Locksmith	17.02
Machinery Maintenance Mechanic	17.44
Machinist, Maintenance	17.39
Maintenance Trades Helper	13.91
Millwright	17.75
Office Appliance Repairer	17.02
Painter, Aircraft	17.02
Painter, Maintenance	17.02
Pipefitter, Maintenance	17.64
Plumber, Maintenance	17.02
Pneudraulic Systems Mechanic	17.75
Rigger	17.75
Scale Mechanic	16.24
Sheet-Metal Worker, Maintenance	17.75
Small Engine Mechanic	16.24

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Telecommunication Mechanic I	17.75
Telecommunication Mechanic II	18.42
Telephone Lineman	17.75
Welder, Combination, Maintenance	17.75
Well Driller	17.75
Woodcraft Worker	17.75
Woodworker	15.31
Miscellaneous Occupations	
Animal Caretaker	10.48
Carnival Equipment Operator	11.14
Carnival Equipment Repairer	11.80
Carnival Worker	9.22
Cashier	11.25
Desk Clerk	13.70
Embalmer	17.18
Lifeguard	12.23
Mortician	17.18
Park Attendant (Aide)	15.30
Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	12.23
Recreation Specialist	19.09
Recycling Worker	11.14
Sales Clerk	12.23
School Crossing Guard (Crosswalk Attendant)	9.22
Sport Official	12.23
Survey Party Chief (Chief of Party)	17.38
Surveying Aide	10.42
Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	14.30
Swimming Pool Operator	13.01
Vending Machine Attendant	11.14
Vending Machine Repairer	13.01
Vending Machine Repairer Helper	11.14
Personal Needs Occupations	
Child Care Attendant	11.94
Child Care Center Clerk	13.30
Chore Aid	11.80
Homemaker	19.09
Plant and System Operation Occupations	
Boiler Tender	17.75
Sewage Plant Operator	17.02
Stationary Engineer	17.75
Ventilation Equipment Tender	13.91
Water Treatment Plant Operator	17.02
Protective Service Occupations	
Alarm Monitor	13.02
Corrections Officer	17.69
Court Security Officer	18.24
Detention Officer	17.69
Firefighter	18.18
Guard I	8.28
Guard II	13.04
Police Officer	22.29
Stevedoring/Longshoremen Occupations	
Blocker and Bracer	14.76
Hatch Tender	14.76
Line Handler	14.76
Stevedore I	14.19
Stevedore II	15.86
Technical Occupations	
Air Traffic Control Specialist, Center (2)	27.03
Air Traffic Control Specialist, Station (2)	18.64
Air Traffic Control Specialist, Terminal (2)	20.53
Archeological Technician I	15.37
Archeological Technician II	17.21

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Archeological Technician III	21.30
Cartographic Technician	21.30
Civil Engineering Technician	21.30
Computer Based Training (CBT) Specialist/ Instructor	21.99
Drafter I	11.13
Drafter II	12.79
Drafter III	16.76
Drafter IV	21.30
Engineering Technician I	11.89
Engineering Technician II	13.35
Engineering Technician III	16.11
Engineering Technician IV	19.04
Engineering Technician V	21.53
Engineering Technician VI	21.89
Environmental Technician	21.48
Flight Simulator/Instructor (Pilot)	27.36
Graphic Artist	21.99
Instructor	21.99
Laboratory Technician	17.06
Mathematical Technician	19.04
Paralegal/Legal Assistant I	14.80
Paralegal/Legal Assistant II	18.72
Paralegal/Legal Assistant III	22.74
Paralegal/Legal Assistant IV	27.51
Photooptics Technician	19.04
Technical Writer	26.96
Unexploded (UXO) Safety Escort	17.18
Unexploded (UXO) Sweep Personnel	17.18
Unexploded Ordnance (UXO) Technician I	17.18
Unexploded Ordnance (UXO) Technician II	20.78
Unexploded Ordnance (UXO) Technician III	24.91
Weather Observer, Combined Upper Air and Surface Programs (3)	17.06
Weather Observer, Senior (3)	18.94
Weather Observer, Upper Air (3)	17.06
Transportation/ Mobile Equipment Operation Occupations	
Bus Driver	15.89
Parking and Lot Attendant	9.98
Shuttle Bus Driver	12.79
Taxi Driver	12.03
Truckdriver, Heavy Truck	17.88
Truckdriver, Light Truck	12.79
Truckdriver, Medium Truck	15.89
Truckdriver, Tractor-Trailer	19.04

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$1.92 an hour or \$76.80 a week or \$332.80 a month.

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of eleven paid holidays per year: New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard including working with or in close proximity to explosives and incendiary materials involved in research, testing, manufacturing, inspection, renovation, maintenance, and disposal. Such as: Screening, blending, dying, mixing, and pressing of sensitive explosives pyrotechnic compositions such as lead azide, black powder and photoflash power. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive explosives and incendiary materials. All operations involving regarding and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard. Including working with or in close proximity to explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation and, possibly adjacent employees, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used.

All operations involving, unloading, storage, and hauling of explosive and incendiary ordnance material other than small arms ammunition. (Distribution of raw nitroglycerine is covered under high degree hazard.)

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the

Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**** NOTES APPLYING TO THIS WAGE DETERMINATION ****

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation(s) and computes a proposed rate(s).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title(s), a Federal grade equivalency (FGE) for each proposed classification(s), job description(s), and rationale for proposed wage rate(s), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper. When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

PAST PERFORMANCE EVALUATION FORM

VOLPE NATIONAL TRANSPORTATION SYSTEMS CENTER PAST PERFORMANCE EVALUATION		
CONTRACTOR PERFORMANCE REPORT		
<input type="checkbox"/> Final <input type="checkbox"/> Interim – Period Report From: _____ To: _____		
1. Contractor Name and Address: (Identify Division)	2. Contract /Task Number: <u>DTRS57</u> 3. Contract Value: (Base Plus Options) \$ _____ 4. Contract Award Date: _____ 5. Contract Completion Date: _____	
6. Type of Contract: (Check all that apply) - <input type="checkbox"/> FP <input type="checkbox"/> FPI <input type="checkbox"/> FP-EPA <input type="checkbox"/> CPFF Completion <input type="checkbox"/> CPFF - Term <input type="checkbox"/> CPIF <input type="checkbox"/> CPAF <input type="checkbox"/> ID/IQ <input type="checkbox"/> BOA <input type="checkbox"/> Requirements <input type="checkbox"/> Labor-Hour <input type="checkbox"/> T&M <input type="checkbox"/> SBSA <input type="checkbox"/> 8(a) <input type="checkbox"/> SBIR <input type="checkbox"/> Sealed Bid <input type="checkbox"/> Negotiated <input type="checkbox"/> Competitive <input type="checkbox"/> Non-Competitive		
7. Description of Requirement:		
8. Initial Ratings: (See Block 15 for Final Rating) Summarize contractor performance and circle in the column on the right of the number which corresponds to the performance rating for each rating category. Attach additional comments as necessary.		
a. Quality of Product/Service	Comments:	0 1 2 3 4
b. Cost Control	Comments:	0 1 2 3 4
c. Timeliness	Comments:	0 1 2 3 4
d. Business Relations	Comments:	0 1 2 3 4
e. Overall Satisfaction Rating	Comments	0 1 2 3 4

SOURCE SELECTION INFORMATION - SEE FAR 3.104

CONTRACTOR PERFORMANCE REPORT INSTRUCTIONS

The Acquisition Division is responsible for the coordination and collection of Contractor Performance Reports. The Contracting Officer (CO) or Administrative Contracting Officer (ACO) will determine whether the report will be completed on a contractor task basis, and will coordinate completion of the attached report form with either the Contracting Officer's Technical Representative (COTR) or Technical Monitor delegated day-to-day responsibility for administration of the identified contractor or task order. This individual should consult with the CO/ACO where necessary to arrive at a consensus on the ratings to be awarded.

Section 42.1503 of the FAR requires that copies of these forms will be provided to the contractor, which must have an opportunity to respond and add comments to agency evaluations as described below. The Acquisition Division will perform this coordination function. Furthermore, the FAR requires that past performance evaluations be marked and treated as Source Selection Information and release of this information is prohibited except to Government personnel and the contractor whose performance is being evaluated. For these reasons, all outside inquiries concerning contractor past performance should be directed to the ACO, who will have access to the completed forms. Also, completed forms should be returned to the attention of the ACO/CO in a sealed envelope marked "Source Selection Sensitive"

COMPLETING THE FORM

Blocks 1 through 11 will be completed by the COTR or Technical Monitor, as applicable. Contact the ACO/CO if you require assistance or data in order to complete any of these blocks, especially blocks 1 through 6.

The Acquisition Division will be responsible for forwarding the completed form to the contractor for review and execution of blocks 12 and 13. The Acquisition Division will ensure blocks 14 through 16 are completed prior to filing in a secured location.

To Be Completed by COTR/Technical Monitor

Top of Form:	Indicate whether the report is a final or interim (annual) report, and give date the period of time being covered. Prior to the ending date of the contract, all reports should be marked "Interim".
Block 1:	Identify the name and address of the prime contractor.
Block 2:	Identify contract number of the contract being evaluated. If evaluation is being conducted for a specific task, include the task number.
Block 3:	Contract value or task value, as applicable. Include all options whether or not exercised to date.
Block 4:	Identify date that contract was awarded or task issued.
Block 5:	Identify completion date for contract or task as applicable.
Block 6:	All items that apply to the contractor task should be checked.
Block 7:	Provide a clear and concise description of the work being done under the contract task and the current level of funding. Attach additional sheet(s), if needed, to ensure the description is adequate for future source selection officials to determine relevance.

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OPI:85

SOURCE SELECTION INFORMATION – SEE FAR 3.104**9. Key Personnel: (Fill in as appropriate)**

Name/Title: _____

Period of Performance: _____

Comments: _____

Name/Title: _____

Period of Performance: _____

Comments: _____

Name/Title: _____

Period of Performance: _____

Comments: _____

Name/Title: _____

Period of Performance: _____

Comments: _____

10. Would you recommend this firm for award? Please explain.**11. COTR/Program Manager/Tech Monitor Name (Printed):** _____

Signature _____

Phone/FAX/Internet Address: _____

Date: _____

12. Contractor's Review: Were comments, rebuttals, or additional information provided: ☐ No ☐ Yes

Please attach comments: Number of pages: _____

13. Reviewer's Name (Printed): _____

Signature: _____

Phone/FAX/Internet Address: _____

Date: _____

14. Agency Review: Were contractor comments reviewed at a level above the Contracting Officer? ☐ No ☐ Yes

Please attach comments. Number of pages: _____

15. Final Ratings. Re-assess the Block 8 ratings based on contractor comments and agency review. Revise block 8 ratings, if appropriate.

Quality _____

Cost
Control _____

Timeliness _____

Business
Relations _____Customer
Satisfaction
_____**16. Contracting Officer's Name (Printed):** _____

Signature _____

Phone/FAX/Internet Address: _____

Date: _____

SOURCE SELECTION INFORMATION – SEE FAR 3.104

Block 8 RATING DEFINITIONS

0 – Unsatisfactory - Performance failed to satisfy the minimum contract or task requirements, technical or otherwise. Areas of deficiency could include, but are not limited to: failure to meet schedules; failure to adequately estimate or control costs; inadequate staffing; lack of cooperation and responsiveness.

1 – Minimally Acceptable – Performance generally met minimum contract or task requirements, but significant issues arose which required expenditure of time or resources by the Government to ensure the requirements were met. Areas of re-work could include: late or incomplete deliverables; poor quality of work; lack of communication; cost control problems; contract administration problems.

2 – Satisfactory – Met all technical and administrative contract or task requirements. Minor issues arose which were resolved with minimal expenditure of time or resources.

3 – Good – Met all contract or task requirements and exceeded minimal requirements in some areas. No problems with quality, timeliness, or cost issues. Management was responsive.

4 – Exceptional – Performance significantly exceeded minimal technical requirements and met all other contract requirements. Areas in which performance was exceptional could include: early deliveries; creative approach; innovative technology; effective and proactive management and administration; commitment to customer satisfaction.

Block 8 – COMMENT ELEMENTS BY CATEGORY

(a) Quality of product/service

- (1) Compliance with contract or task requirements;
- (2) Accuracy of reports;
- (3) Appropriateness of contractor personnel assigned to the contract or task; and
- (4) Technical excellence of delivered supplies or services.

(b) Cost Control

- (1) Current, accurate, and complete billings;
- (2) The relationship of negotiated cost to actuals;
- (3) Cost containment initiatives; and
- (4) The number and cause of change orders issued.

(c) Timeliness of Performance

- (1) Whether the contractor met interim milestones;
- (2) Contractor's responsiveness to technical direction;
- (3) Contractor's responsiveness to contract change orders and administrative requirements;
- (4) Whether the contract/task was completed on time, including wrap-up and contract administration.

(d) Business Relations

- (1) Whether the contractor effectively managed the contract/task effort;
- (2) How responsive the contractor was to contract requirements;
- (3) How promptly the contractor notified the Government of problems;
- (4) Whether the contractor was reasonable and cooperative;
- (5) How flexible the contractor was;
- (6) Whether the contractor was proactive;
- (7) The effectiveness of contractor-recommended solutions; and
- (8) Whether the contractor effectively implemented socioeconomic programs.

Block 8: Circle the rating in the far right column that best describes the contractor's overall performance for each category. Comments and/or examples in sufficient detail to support the ratings must be provided. Attach additional comment sheets if needed. Definitions for each rating and a description of elements to consider when commenting on each category can be found at the end of these instructions.

Block 9: Identify the individual(s) primarily responsible for performance of the contract/task, not necessarily the persons identified as "Key Personnel" in the contractual document. Indicate how long each individual worked on the contract/task. If there were many individuals involved or many changes in these managers, a second page may be necessary. On the comments line, describe the key person's performance, attaching additional sheets when necessary.

Block 10: Explain why, given a choice, you would or would not recommend the contractor for an award to perform a similar contract or task.

Block 11: The COTR or Technical Monitor delegated responsibility for the day to day administration of the contract or task should sign this block, after consulting with the CO/ACO, where appropriate.

To be Completed by Contractor

Block 12: Block 12 must be completed to indicate that the contractor has been given the opportunity to review the evaluation.

The contractor will be provided with a copy of the completed evaluation form (including initial ratings) and attachments. The contractor has the right to submit to the CO comments, rebutting statements, or additional information which specifically addresses elements of the review. This response must be structured to clearly identify the specific category being addressed. This response must be delivered to the CO no later than 30 days after the mailing date on the evaluation form. In the event no response is received, the contractor will be deemed to have accepted the evaluation form as written.

Block 13: The contractor should sign this block to indicate that it has had an opportunity to review and comment on the ratings.

To be completed by the CO/ACO

Block 14: If the contractor accepts the ratings, they will be entered as Final Ratings in Block 15, no Agency Review is required, and the Contracting Officer's signature in Block 16 completes the process.

If the contractor objects to the initial ratings, a review will be undertaken by the CO, in consultation with the technical staff. If the CO does not concur in a modification, the matter will be reviewed at a level above the CO within the Acquisition Division, and a Final Rating determined by the Reviewing Official's Report, which will be attached to the Performance Report.

Block 15: If the initial ratings have been modified by either the CO or after Agency Review, insert the revised Final Ratings. If there has been no change to the initial ratings, insert the initial ratings.

Block 16: If agreement is reached on the ratings without an Agency Review, the CO will sign. If an Agency Review is carried out, the block must be signed by the Reviewing Official.

Attachment J.3

Client Authorization Letter

[Company Name]
[Street Address]
[City, State/Province Zip/Postal
Code]
[Date]

[Recipient Name]
[Address]
[City, State/Province Zip/Postal
Code]

Dear [Client]:

We are currently responding to the Volpe Center Request for Proposal No. _____ for the procurement of _____. The Volpe Center is placing increased emphasis in its acquisitions on past performance as a source selection evaluation factor. The Volpe Center requires Offerors to inform references identified in proposals that the Volpe Center may contact them about contract performance information.

If you are contacted by the Volpe Center for information on work we have performed under contract for your company/agency/state/local Government, you are hereby authorized to respond to Volpe Center inquiries.

Your cooperation is appreciated. Please direct any questions to _____.
(Offeror's point of contact)

Sincerely,
[Your name]
[Your position]

[Typist's initials]
Enclosure: [Number]

cc: [Name]

ATTACHMENT J.4 - QUALITY ASSURANCE SURVEILLANCE PLAN

This Quality Assurance Surveillance Plan (QASP) has been developed to evaluate contractor performance of the contract. It is designed to provide an effective surveillance method of monitoring contractor performance for each listed objective in the performance requirements summary in the contract.

The QASP is based on the premise that the Government desires to maintain a quality standard in the management and operation of the accounts payable and travel services required under this contract.

The contractor, and not the Government, is responsible for management and quality control actions to meet the terms of the contract. The role of the Government is quality assurance to ensure contract standards are achieved.

In this contract, the quality control program is the driver for product quality. The contractor is required to develop a comprehensive program of inspections and monitoring actions. The first major step to ensuring a "self-correcting" contract is to ensure that the quality control program approved at the beginning of the contract provides the measures needed to lead the contractor to success.

Once the quality control program is approved, careful application of the process and standards presented in the remainder of this document will ensure a successful quality assurance program.

The Contracting Officer's Technical Representative will serve as the Quality Assurance Representative on this contract.

The primary method of surveillance will be direct observation. Customer complaints will also be used in certain areas as listed in the Performance Requirements Summary. The COTR will review the customer complaint to determine validity against the contract requirements and then determine whether contractor reperformance is necessary. Recurring defects may require input from the Contracting Officer and payment deduction for the line item effected for that month.

The COTR will document periodic inspections and keep in contract file. The COTR will summarize work performance on a monthly basis (satisfactory or unsatisfactory for each of 2 line items) to CO and then recommend payment of monthly invoice. If unsatisfactory performance has occurred, COTR will discuss circumstance with CO and then recommend a % deduction for that line item(s). The COTR and CO will meet with the contractor to discuss potential deductions and performance issues within 5 days of the performance issue.

If recurring performance problems occur, the Contractor will be provided with a Contract Discrepancy Report and will be required to respond by providing reasons for unsatisfactory performance and corrective measures to be taken to prevent future unsatisfactory performance. The COTR will evaluate response along with the Contracting Officer for proper action.

Attachment J.4				
	Quality Assurance Surveillance Plan			
Performance Standard	SOW Reference	Performance Requirement/Acceptable Level of Performance	Surveillance Method	MAXIMUM PAYMENT PERCENTAGE FOR MEETING PERFORMANCE REQUIREMENT
<u>Staff Coverage</u>				
Staff Coverage [On-site office staffed by a supervisor or a section leader at all times between 8AM and 5PM Monday thru Friday]	C.2	100% of the time	On-going, daily surveillance	CLINS 0001A, 0001B, 0002A, 0002B, 0003A, 0003B, 0004A, 0004B, 0005A, 0005B
<u>Customer Service</u>				
Deliver Customer Service in a timely and efficient manner	C.3	100% of the time	Feedback from customers (including monthly customer satisfaction survey)	CLINS 0001A, 0001B, 0002A, 0002B, 0003A, 0003B, 0004A, 0004B, 0005A, 0005B
<u>I. ACCOUNTS PAYABLE</u>				
Date-stamp all correspondence [Same day as received]	C.4.I.B (1)	100% of the time	Random sample check in conjunction with Invoice Tracking System Status Report review and on-going, daily surveillance as part of certification process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A

Review all invoices/correspondence for accuracy [Same day as received]	C.4.I.B (2)	All discounts/tariff invoices - 100% of the time. All others 95% of the time.	On-going, daily surveillance as part of certification process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Return all improper invoices to vendor [Same day as received or as soon as practicable but NLT 7 days after invoice receipt]	C.4.I.B (3)	100% of the time	Random sample check in conjunction with Invoice Tracking System Status Report review	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Stamp all invoices with a control number [Same day as received]	C.4.I.B (4)	100% of the time	Random sample check in conjunction with Invoice Tracking System Status Report review	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Enter invoice info into Invoice Tracking System [NLT 1 day after invoice receipt]	C.4.I.B (4)	100% of the time	Random sample check in conjunction with Invoice Tracking System Status Report review	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Update invoice statuses in Invoice Tracking System [Daily]	C.4.I.B (5)	95% of the time	Random sample check in conjunction with Invoice Tracking System Status Report review	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Verify that all supporting documentation for payments is IAW government regulations	C.4.I.B (6)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A

Make all payments IAW Prompt Payment Act [NLT 28 days after invoice receipt or subject to discount per CFR Part 1315]	C.4.I.B (7)	100% of the time	On-going, daily surveillance as part of certification process in conjunction with Invoice Tracking System Status Report review	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Make all utility payments IAW tariff law	C.4.I.B (7)	100% of the time	On-going, daily surveillance as part of certification process in conjunction with Invoice Tracking System Status Report review	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Record all necessary accruals in the accounting system [Daily]	C.4.I.B (8)	95% of the time	Random sampling	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Forward all payment schedules to Volpe Center Certifying Officer for signature [NLT 12 noon daily]	C.4.I.B (9)	All schedules that need to be paid same day - 100% of the time. All others 95% of the time.	On-going, daily surveillance as part of certification process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Notify COTR or his/her representative of any issues that cannot be resolved by the Contractor [At weekly status meetings or sooner, if critical]	C.4.I.B (10)	100% of the time	Documented at weekly status meetings	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Submit documented follow-up actions to the COTR or his/her representative for assistance/guidance [As required by COTR]	C.4.I.B (10)	100% of the time	On-going, as required by COTR	CLINS 0001A, 0002A, 0003A, 0004A, 0005A

Review all receiving documentation and receiving reports for authorized/proper signatures [NLT same day as received]	C.4.I.B (11)	All discounts/tariff related receiving reports - 100% of the time. All others 95% of the time.	On-going, daily surveillance as part of certification process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
File all obligating documentation (including amendments) properly [NLT 1 day after receipt]	C.4.I.B (12)	95% of the time.	Random sample as part of certification process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
File and maintain all obligating documentation and associated documentation in the obligating document folder	C.4.I.B (13)	100% of the time	Random sample	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Update all partial payment summary sheets accurately and properly including the recording of any fixed fees [As appropriate]	C.4.I.B (13)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Verify/reconcile all partial payment sheets with the Accounting System	C.4.I.B (13)	100% of the time	Random sample as part of Unliquidated Obligation (ULO) review	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Ensure that all proper invoices are accurately matched to their corresponding obligating document and receiving documentation, <u>before</u> making all payments	C.4.I.B (14)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Update contract/purchase order problem logs [As appropriate]	C.4.I.B (15)	100% of the time	Random sample check in conjunction with Invoice Tracking System Status Report review	CLINS 0001A, 0002A, 0003A, 0004A, 0005A

Notify COTR or his/her representative of any OPAC charges that cannot be recorded in the Accounting System in the same month as the charge appears in the Treasury System [NLT 2nd day of the following month]	C.4.I.B (16)	Notification within 5 days - 100% of the time. Notification within 2 days - 95% of the time.	Verified as part of month-end cash reconciliation process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Notify COTR or his/her representative of the need to pay any fixed expenses outside of the Accounting System's recurring charge module [NLT 1 day before the payment processing date]	C.4.I.B (17)	Notification NLT same day as payment - 100% of the time. Notification NLT 1 day before payment date - 95% of the time.	Random sample	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Ensure that on-site supervisor and Accounts Payable section leader attend Accounts Payable status meeting with COTR or his/her representative [Weekly]	C.4.I.B (18)	100% of the time	On-going, as required by COTR	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Record all OPAC disbursements (for which proper back-up documentation has been received) in the Accounting System [NLT same month as processed by Treasury]	C.4.I.B (19)	100% of the time	Verified as part of month-end cash reconciliation process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Reconcile Accounting System and manual schedules to vouchers [NLT same day as manual schedule is input to Accounting System]	C.4.I.B (20)	100% of the time	Verified as part of month-end cash reconciliation process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Perform reconciliation of the Purchase Credit Card System - EAGLS vs. Accounting System [NLT 30 days after statement closing date]	C.4.I.C (1)	100% of the time	Verified as part of month-end "process" account reconciliation	CLINS 0001A, 0002A, 0003A, 0004A, 0005A

Track and record Purchase Credit Card disputes - Take follow-up action as necessary to resolve all disputed (or unidentified) transactions	C.4.I.C (2)	100% of the time	Verified as part of month-end "process" account reconciliation	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Participate in the training of Volpe Center employees on EAGLS [At least once a year]	C.4.I.C (3)	100% of the time	Training coordinated between contractor staff and federal staff	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Follow year-end closing procedures [As specified by the COTR, Accounting, and DAFIS closing schedule]	C.4.I.C (4)	100% of the time	Year-end closing coordinated between contractor staff and federal staff	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Archive all prior year closed documents IAW Federal Records Retention Schedule [NLT end of 1st quarter of new fiscal year]	C.4.I.C (5)	95% of the time	Random sample	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Generate weekly statistical reports [NLT 12 noon every Monday]	C.4.I.C (6)	NLT Monday - 100% of the time. NLT 12 noon Monday - 95% of the time.	On-going, weekly surveillance	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Generate monthly statistical reports [IAW Accounting Calendar]	C.4.I.C (7)	100% of the time	On-going monthly surveillance	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Verify 100% of all unliquidated obligations (ULO) [Annually, as part of year-end closing procedures and Quarterly as required by COTR or his/her representative]	C.4.I.C (8)	Verify 100% - annually. Verify 95% quarterly.	Random sample	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Provide status of ULO review to COTR [NLT 2 weeks after each quarter-end and NLT September 30th yearly]	C.4.I.C (9)	100% of the time	On-going quarterly surveillance	CLINS 0001A, 0002A, 0003A, 0004A, 0005A

SF-13 - International Transactions of the Federal Government - Maintain a folder of copies of payments made to foreign vendors (including copy of batch proof listing) and turn contents over to COTR or his/her representative [NLT one week after end of each quarter]	C.4.I.C (10)	95% of the time	On-going quarterly surveillance	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Maintain Accounting System vendor address and bank information files (including taxpayer identification numbers – TINs)	C.4.I.C (11)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
Assist with any other ad-hoc reports as required by the agency [Schedule agreed upon between Contractor and COTR to meet report deadlines]	C.4.I.C (12)	100% of the time	On-going surveillance, as required	CLINS 0001A, 0002A, 0003A, 0004A, 0005A
II. TRAVEL				
Input all Travel Authorizations [Recorded in Accounting System NLT 1 day after receipt]	C.4.II.B (1)	100% of the time	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Input all advances [Recorded in Accounting System NLT same day as received]	C.4.II.B (1)	100% of the time	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B,
Maintain Accounting System employee address and bank information files (uncluding taxpayer identification numbers – TINs)	C.4.II.B (1)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Ensure that travelers' bank information file has been accurately set-up for payment via ACH, <u>before</u> submitting reviewed vouchers to Certifying Officer for signature	C.4.II.B (1)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B

Process Travel schedules - Treasury [Recorded in Accounting System NLT 1 day after receipt from Certifying Officer]	C.4.II.B (1)	100% of the time	Verified through weekly statistics	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Process Travel schedules - No Check [Recorded in Accounting System NLT 1 day after receipt from Certifying Officer]	C.4.II.B (1)	100% of the time	Verified as part of month-end cash reconciliation process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Reconcile Accounting System and manual schedules to vouchers and advances [NLT same day as manual schedule is input to Accounting System]	C.4.II.B (1)	100% of the time	Verified as part of month-end cash reconciliation process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Ensure that all LOTA obligation balances are correctly updated [NLT same day as either the airline ticket is accrued for the Travel Charge Card payment or, for the voucher payment - whichever comes first]	C.4.II.B (1)	100% of the time	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Review authorizations/vouchers for conformity to rules and regulations	C.4.II.B (2)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Review authorizations/vouchers for authorized/proper signatures [NLT same day as received]	C.4.II.B (2)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Review authorizations/vouchers for proper receipts [NLT 1 day after initial submission to Travel Office]	C.4.II.B (2)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Review authorizations for completeness [NLT 1 day after initial submission to Travel Office]	C.4.II.B (2)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B

Date Stamp all vouchers and correspondence [NLT same day as received]	C.4.II.B (2)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Return all incomplete vouchers to travelers [NLT 3 days after initial submission to Travel Office]	C.4.II.B (2)	NLT 7 days - 100% of the time. NLT 3 days - 95% of the time.	Verified through weekly statistics	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Forward all reviewed vouchers to Volpe Center Certifying Officer for signature [NLT 12 noon daily]	C.4.II.B (2)	NLT same day as reviewed - 100% of the time. NLT 12 noon - 95% of the time.	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Ensure that all vouchers and travel adjustment forms (if any) were accurately reviewed, totaled, initialed, and annotated with any necessary explanatory information, <u>before</u> submitting the reviewed vouchers to the Volpe Center Certifying Officer for signature	C.4.II.B (2)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Maintain travel advance system	C.4.II.B (3)	100% of the time	On-going, as needed	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Process manual schedules [Daily, as needed]	C.4.II.B (4)	100% of the time	On-going, as needed	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Process centrally-billed Travel Charge Card invoice [Within 28 days of receipt of invoice]	C.4.II.B (5)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Record all centrally-billed tickets issued	C.4.II.B (5)	100% of the time	Verified as part of monthly charge card billing reconciliation process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B

Reconcile monthly centrally-billed invoice	C.4.II.B (5)	100% of the time	Verified as part of monthly charge card billing reconciliation process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Track and record Travel Charge Card disputes - Take follow-up action as necessary to resolve all disputed (or unidentified) transactions	C.4.II.B (5)	100% of the time	Verified as part of monthly charge card billing reconciliation process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Assist Human Resources Office in the preparation of PCS travel authorizations [NLT 2 days after request]	C.4.II.B (6)	100% of the time	On-going, as needed as part of bi-weekly status meetings	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Obtain the cost of household goods shipments from GSA [NLT 1 day after request]	C.4.II.B (6)	95% of the time	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Input all PCS travel authorizations in the Accounting System [NLT 1 day after request]	C.4.II.B (6)	NLT same month as request - 100%. NLT 1 day after request 95%.	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Issue travel advances [NLT 1 day after request]	C.4.II.B (6)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Advise employees on the preparation of reimbursement vouchers and related documents [As needed]	C.4.II.B (6)	100% of the time	On-going, as needed as part of bi-weekly status meetings	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Process reimbursement vouchers including the withholding of federal taxes as applicable [NLT 1 day after receipt]	C.4.II.B (6)	95% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Prepare Treasury and Accounting System schedules related to PCS claims [NLT 3 days after initial voucher submission to Travel Office]	C.4.II.B (6)	100% of the time	On-going, daily surveillance as part of certification process	CLINS 0001B, 0002B, 0003B, 0004B, 0005B

Advise and Assist employees with the Relocation Income Tax Allowance (RITA) [As needed]	C.4.II.B (6)	100% of the time	On-going, as needed as part of bi-weekly status meetings	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Input all PCS reimbursements in the Accounting System [NLT 1 day after receipt from Certifying Officer]	C.4.II.B (6)	100% of the time	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Provide periodic travel training [NLT once yearly]	C.4.II.B (7)	100% of the time	Training coordinated between contractor staff and federal staff	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Prepare weekly, monthly, and annual statistical data	C.4.II.B (8)	100% of the time	On-going, weekly, monthly, and annual surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Prepare/Transmit weekly statistics [NLT 12 noon every Friday]	C.4.II.B (8)	NLT Friday - 100% of the time. NLT 12 noon Friday - 95% of the time.	On-going, weekly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Gather actual expense travel data [Update spreadsheet - NLT monthly]	C.4.II.B (9)	95% of the time	On-going, monthly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Gather non-Volpe travel data [Update spreadsheet - NLT monthly]	C.4.II.B (9)	95% of the time	On-going, monthly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Gather leave-taken-during-TDY travel data [Update spreadsheet - NLT monthly]	C.4.II.B (9)	95% of the time	On-going, monthly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Verify 100% of all unliquidated obligations (ULO) [Annually, as part of year-end closing procedures and Quarterly as required by COTR or his/her representative]	C.4.II.B (10)	Verify 100% - annually. Verify 95% quarterly.	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Provide status of ULO review to COTR [NLT 2 weeks after each quarter-end and NLT September 30th yearly]	C.4.II.B (10)	100% of the time	On-going, quarterly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B

Assist in the preparation of travel reports [Schedule agreed upon between Contractor and COTR to meet report deadlines]	C.4.II.B (11)	100% of the time	On-going surveillance, as required	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Assist with Report of Payments Accepted from a Non-Federal Source [Semi-Annually - Including updating spreadsheet NLT monthly]	C.4.II.B (11)	Update spreadsheets NLT monthly - 95% of the time.	On-going, monthly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Assist with Report of Travel of Individuals Paid For By Other DOT Operating Administrations (OAs) Other Than The Individuals' Employing OA [Annually - Including updating spreadsheet NLT monthly]	C.4.II.B (11)	Update spreadsheets NLT monthly - 95% of the time.	On-going, monthly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Assist with Premium Class Accommodations Report [Annually - Including updating spreadsheet NLT monthly]	C.4.II.B (11)	Update spreadsheets NLT monthly - 95% of the time.	On-going, monthly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Assist with GSA Report - Average length of time from submission of a proper travel claim to an approving official to actual payment to employee [Annually - Including updating spreadsheet NLT monthly]	C.4.II.B (11)	Update spreadsheets NLT monthly - 95% of the time.	On-going, monthly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Assist with GSA Report - Percentage of travel claims paid within 30 days [Annually - Including updating spreadsheet NLT monthly]	C.4.II.B (11)	Update spreadsheets NLT monthly - 95% of the time.	On-going, monthly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Assist with GSA Federal Agency Travel Survey [Biennially - as needed]	C.4.II.B (11)	100% of the time	Coordinated effort between contractor staff and federal staff	CLINS 0001B, 0002B, 0003B, 0004B, 0005B

SF-13 - International Transactions of the Federal Government - Maintain a folder of copies of foreign travel vouchers and airline tickets paid on the centrally-billed account (including copy of batch proof listing) and turn contents over to COTR or his/her representative [NLT one week after end of each quarter]	C.4.II.B (11)	95% of the time	On-going quarterly surveillance	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Assist with any other ad-hoc reports as required by the agency [Schedule agreed upon between Contractor and COTR to meet report deadlines]	C.4.II.B (11)	100% of the time	On-going surveillance, as required	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Notify COTR or his/her representative of any issues that cannot be resolved by the Contractor [NLT 3 days after initial voucher submission to Travel Office]	C.4.II.B (12)	100% of the time	Documented in status meeting minutes	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Submit documented follow-up actions to the COTR or his/her representative for assistance/guidance	C.4.II.B (12)	100% of the time	On-going, as required by COTR	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Take follow up action as requested by COTR [As long as a voucher remains in the problem bin, no more than 3 days of un-documented follow-up actions will exist]	C.4.II.B (12)	100% of the time	Random sample and all problems documented in status meeting minutes	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Notify COTR or his/her representative of any voucher remaining in the problem bin longer than 20 days after the initial voucher submission to the Travel Office [NLT 20th day after voucher submission to the Travel Office]	C.4.II.B(12)	100% of the time	On-going, as required by COTR	CLINS 0001B, 0002B, 0003B, 0004B, 0005B

Notify employees (via return-receipt e-mail) of any vouchers that are not proper for payment [NLT 6 working days after voucher submission to the Travel Office]	C.4.II.B(12)	100% of the time	Random sample and all problems documented in status meeting minutes	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
File and maintain all travel vouchers and associated documentation in the traveler's travel folder	C.4.II.B (13)	100% of the time	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
File all processed documents [Daily]	C.4.II.B (13)	File NLT weekly - 100% of the time. File NLT daily - 95% of the time.	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Archive all prior year closed documents IAW Federal Records Retention Schedule [NLT end of 1st quarter of new fiscal year]	C.4.II.B (14)	95% of the time	Random sample	CLINS 0001B, 0002B, 0003B, 0004B, 0005B
Ensure that on-site supervisor and Travel Office section leader attend travel status meeting with COTR or his/her representative [Biweekly]	C.4.II.B (15)	100% of the time	On-going, as required by COTR	CLINS 0001B, 0002B, 0003B, 0004B, 0005B

GOVERNMENT FURNISHED PROPERTY

<u>Item#</u>	<u>Room #</u>	<u>Barcode #</u>	<u>Description</u>	<u>MFG</u>	<u>Model</u>	<u>Serial #</u>
1	04-02-260	32741	Microfiche Reader	Indus	NMN	AA15-607-723
2	04-02-260	46258	Monitor	Sony		
3	04-02-260	49551	Calculator	Royal		
4	04-02-260	50257	CPU	Micron		
5	04-02-260	51638	Calculator	Royal	770HD	NSN
6	04-02-260	55666	Printer	Hewlett Packard	C3996A	USHB925571
7	04-02-260	57052	CPU	Micron	CP500CS	1898216
8	04-02-260	57161	Monitor	Micron	MNN1078	1S29995
9	04-02-261	23537	Pencil Sharpener			
10	04-02-261	29361	Calculator	Texas Instruments	TI-5045II	493665
11	04-02-261	29392	Typewriter	Swintec	7000	2304120
12	04-02-261	36234	Date/Time Stamp	Boston Time Clock	LTT	U-47528
13	04-02-261	46669	Monitor	Viewsonic	1769GS-1	J352727414
14	04-02-261	48743	Calculator	Royal	770HD	NSN
15	04-02-261	48837	Monitor	Micron		
16	04-02-261	51955	Date/Time Stamp	Lathem	LTTN	U-84593
17	04-02-261	54802	Fax Machine	Danka		
18	04-02-261	55502	Calculator	Royal	770HD	NSN
19	04-02-261	55508	Calculator	Royal	770HD	NSN
20	04-02-261	55512	Calculator	Royal		
21	04-02-261	55513	Calculator	Royal		
22	04-02-261	56470	Printer	Hewlett Packard	C3980A	USCH063162
23	04-02-261	57031	CPU	Micron	CP500CS	1898264
24	04-02-261	57033	Monitor	Micron	MNN1078	1S28094
25	04-02-261	57060	CPU	Micron	CP500CS	1898244
26	04-02-261	57103	CPU	Micron	CP500CS	1898261
27	04-02-261	57118	Monitor	Micron	MNN1078	1S30647
28	04-02-261	57130	Monitor	Micron	MNN1078	1S30632
29	04-02-261	57144	CPU	Micron	CP500CS	1898238
30	04-02-261	57145	CPU	Micron	CP500CS	1898229
31	04-02-261	57152	Monitor	Micron	MNN1078	1S30630
32	04-02-261	57160	Monitor	Micron	MNN1078	1S30646
33	04-02-261	58250	Calculator	Royal		
34	04-02-261	59110	CPU	Micron	III - 733	
35	04-02-261	59116	CPU	Micron	III - 733	

Government Furnished Property - Accounting Services Contract (Non-Accountable Property)

<u>Item#</u>	<u>Description</u>	<u>How many?</u>
1	Chairs	15
2	Desks	9
3	Tables/Credenzas	5
4	Cabinets/Bookcases	24
5	Desk Lamps	4
6	Fans	5
7	Coat rack	1

Attachment J.6

HISTORICAL DATA

Accounts Payable

MONTH	INVOICES PAID				IMPAC			
	FY97	FY98	FY99	FY2000	FY97	FY98	FY99	FY2000
OCTOBER	629	675	555	663	537	664	493	466
NOVEMBER	578	606	587	467	471	465	450	486
DECEMBER	565	704	640	532	505	537	646	415
JANUARY	679	580	491	460	529	576	541	438
FEBRUARY	446	584	450	495	343	424	378	505
MARCH	558	557	680	657	510	550	339	469
APRIL	803	719	523	461	508	600	538	485
MAY	444	548	520	480	528	533	579	495
JUNE	539	639	666	588	642	574	527	433
JULY	623	606	483	401	591	568	420	433
AUGUST	500	605	527	561	477	418	456	430
SEPTEMBER	521	487	382	434	546	571	450	472
TOTAL	6,885	7,310	6,504	6,199	6,187	6,480	5,817	5,527
AVERAGE	573.8	609.2	542.0	516.6	515.6	540.0	484.8	460.6
AVE CHANGE	-43.4	35.4	-67.2	-25.4	-16.3	24.4	-55.3	-24.2
% CHANGE	-7.6%	5.8%	-12.4%	-4.9%	-3.2%	4.5%	-11.4%	-5.2%

ACCOUNTS PAYABLE STATISTICS

INVOICES

YEAR	INVOICES PAID	INVOICES PAID LATE	INTEREST PAID	% INVOICES PAID LATE	% INVOICES PAID ON TIME	% INVOICES W/ INTEREST
1996	7232	26	18	0.35951%	99.64049%	0.24889%
1997	6694	8	5	0.11951%	99.88049%	0.07469%
1998	6387	4	4	0.06263%	99.93737%	0.06263%
1999	6506	11	9	0.16907%	99.83093%	0.13833%
2000	6199	1	0	0.01613%	99.98387%	0.00000%
AVERAGE	6603.6	10	7.2	0.14537%	99.85463%	0.10491%

DISCOUNTS

	TAKEN (\$)	AVAILABLE LOST (%)	TAKEN (%)
1996	\$27,759.00	1.0%	99.0%
1997	\$28,288.00	0.6%	99.4%
1998	\$31,653.00	0.4%	99.6%
1999	\$25,098.54	0.0%	100.0%
2000	\$23,399.31	1.1%	98.9%
AVERAGE	\$27,239.57	0.49973%	99.50027%

TRAVEL

MONTH	AUTHORIZATIONS				VOUCHERS			
	FY 97	FY 98	FY 99	FY 2000	FY 97	FY 98	FY 99	FY 2000
OCTOBER	538	298	429	421	318	392	384	334
NOVEMBER	288	254	256	244	344	276	372	355
DECEMBER	185	216	141	240	399	411	350	369
JANUARY	256	238	266	207	308	287	261	306
FEBRUARY	242	222	177	317	298	302	312	357
MARCH	296	305	310	250	370	443	339	365
APRIL	330	253	224	272	347	353	333	316
MAY	220	231	208	306	376	315	340	353
JUNE	242	193	249	271	374	345	322	420
JULY	251	309	213	189	361	381	324	264
AUGUST	221	196	231	294	354	258	358	406
SEPTEMBER	345	297	210	249	396	390	312	441
TOTAL	3,414	3,012	2,914	3,260	4,245	4,153	4,007	4,286
% CHANGE FROM PREVIOUS YEAR		-11.8%	-3.3%	11.9%		-2.2%	-3.5%	7.0%
AVERAGE	284.5	251.0	242.8	271.7	353.8	346.1	333.9	357.2
AVE CHANGE		-33.50	-8.17	28.83		-7.67	-12.17	23.25
EXAMINE								
AVERAGE NUMBER OF MONTH	FY97	FY98	FY99	FY2000	FY97	FY98	FY99	FY2000
OCTOBER	2.34	1.46	1.00	1.13	0.50	0.62	0.50	0.50
NOVEMBER	4.32	2.65	1.44	1.04	0.80	1.37	0.50	0.50
DECEMBER	1.92	2.25	1.00	1.03	0.80	1.10	0.55	0.50
JANUARY	1.03	1.30	1.00	1.00	0.75	0.62	0.50	0.50
FEBRUARY	1.38	1.32	1.12	0.97	0.50	0.50	0.50	0.50
MARCH	1.78	1.33	1.16	0.96	0.88	0.50	0.50	0.50
APRIL	2.20	1.00	1.08	1.00	0.70	0.50	0.50	0.50
MAY	2.94	1.45	1.09	0.98	0.56	0.50	0.58	0.50
JUNE	3.02	2.08	1.00	0.99	0.75	0.50	0.52	0.53
JULY	1.85	1.08	1.00	0.97	0.50	0.50	0.50	0.50
AUGUST	2.15	0.95	1.18	0.98	0.50	0.68	0.50	0.50
SEPTEMBER	1.31	0.98	1.02	0.97	0.50	0.50	0.50	0.50
TOTAL	26.24	17.85	13.09	12.01	7.74	7.89	6.15	6.03
AVERAGE	2.19	1.49	1.09	1.00	0.65	0.66	0.51	0.50

TRAVEL VOUCHER STATISTICS

YEAR	TRAVEL VOUCHERS PROCESSED	AVE. DAYS TO EXAMINE
1996	4071	4.13
1997	4245	2.19
1998	4153	1.49
1999	4007	1.09
2000	4286	1.00
AVERAGE	4152	1.98

ATTACHMENT J.7 - LABOR RATES FOR OVERTIME

B.3 Labor Rates for Overtime Services

A. Labor rates for Overtime Services during Base Period

<u>Item No.</u>	<u>Labor Category</u>	<u>Base Hourly Rate</u>	<u>Overtime Hourly Rate</u>
1	_____	\$ _____	\$ _____
2	_____	\$ _____	\$ _____
3	_____	\$ _____	\$ _____
4	_____	\$ _____	\$ _____
5	_____	\$ _____	\$ _____
6	_____	\$ _____	\$ _____
7	_____	\$ _____	\$ _____
8	_____	\$ _____	\$ _____

B. Labor Rates for Overtime - Option Year One

<u>Item No.</u>	<u>Labor Category</u>	<u>Base Hourly Rate</u>	<u>Overtime Hourly Rate</u>
1	_____	\$ _____	\$ _____
2	_____	\$ _____	\$ _____
3	_____	\$ _____	\$ _____
4	_____	\$ _____	\$ _____
5	_____	\$ _____	\$ _____
6	_____	\$ _____	\$ _____
7	_____	\$ _____	\$ _____
8	_____	\$ _____	\$ _____

C. Option Year Two - Overtime Services

<u>Item No.</u>	<u>Labor Category</u>	<u>Base Hourly Rate</u>	<u>Overtime Hourly Rate</u>
1	_____	\$ _____	\$ _____
2	_____	\$ _____	\$ _____
3	_____	\$ _____	\$ _____
4	_____	\$ _____	\$ _____
5	_____	\$ _____	\$ _____
6	_____	\$ _____	\$ _____
7	_____	\$ _____	\$ _____
8	_____	\$ _____	\$ _____

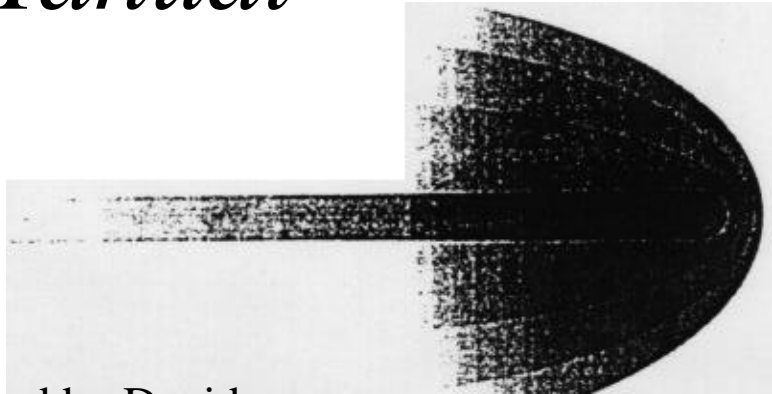
D. Option Year Three - Overtime Services

<u>Item No.</u>	<u>Labor Category</u>	<u>Base Hourly Rate</u>	<u>Overtime Hourly Rate</u>
1	_____	\$ _____	\$ _____
2	_____	\$ _____	\$ _____
3	_____	\$ _____	\$ _____
4	_____	\$ _____	\$ _____
5	_____	\$ _____	\$ _____
6	_____	\$ _____	\$ _____
7	_____	\$ _____	\$ _____
8	_____	\$ _____	\$ _____

Invoice Tracking

11/01/1998

Manual



Prepared by David
Marcou

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The new Access Invoice Tracking System will replace the current DBASE Invoice Tracking System. The following manual should be used as a general guide to the new Invoice Tracking System. This manual is not meant to be a highly detailed description of the new system.

Inside Microsoft Access

A Windows Application

Microsoft Access is a Windows application, just as Microsoft Word and Microsoft Excel are window's applications. Once you are in Microsoft Access you can treat it as any other window, I.E. you can minimize, maximize, close, and toggle between other windows that are open at the same time as Access.

The ITSS Database

When using the Invoice Tracking System, you are actually using Microsoft Access to open a database file. The name of this database file is NEWITSS.MDB. This file contains not only the data itself, but also the forms reports, and data queries. This file will reside on a specified server and will be shared by all Invoice Tracking users.

Startup Procedures and Main Menu

To start the Invoice Tracking System you must double click the ICON on your screen that says "Invoice Tracking System. Once you have clicked this icon Microsoft Access will open up and load the NEWITSS.MDB database. After a few seconds you will see the title screen appear briefly and then a menu of options will appear. This menu is the main menu where all the database functions reside. From this menu you can run all the reports and you may enter, edit or view records.

The Invoice Form

When you add, edit or view records the Invoice form will appear with various controls and options. The data fields will be listed starting with the vendor name all the way through the comment 2 field. If you are in the Edit or View modes (The mode is determined by which option you choose after selecting Update/View Invoices, and is also displayed when you enter the form at the bottom in the "mode" field) you will see a green shaded box with a pair of small binoculars underneath it. This area is for searching certain fields and will be discussed in more detail later on. You will also notice that this green box does not appear in "Add Records" mode, and that is because when adding records there is nothing to search. Also displayed at the bottom of the form there are a few buttons, and a mode indicator. These buttons perform various functions which are described below. (See attached diagram of invoice form)

The Previous Record Button

This button is enabled (I.E. you are able to click on it with your mouse) in the "Edit Records" mode and the "View Records" mode. When hitting this button the record displayed changes to be the record preceding the one you are currently viewing. Please note that if you are viewing the first record in the file and you hit this button, an information box will pop up, and say that "you are currently viewing the first record." In other words, there are no previous records.

Introduction

This button is enabled (I.E. you are able to click on it with your mouse) in the "Edit Records" mode and the "View Records" mode. When hitting this button the record displayed changes to be the record following the one you are currently viewing. Please note that if you are viewing the last record in the file and you hit this button, an information box will pop up, and say that "you are currently viewing the last record." In other words, there are no records following this one.

The Mode Indicator

This box is always displayed, however it is only for informational purposes. The text in the box simply tells you what mode you are currently in. It is either, "Add Records", "Edit Records", or "View Records." -

The Commit Record Button

This button is used to update the records in the database. After you have added all the fields you want to a record, or have changed all fields you want in a record press this button and a message will appear telling you that you are about to update the record in the database. If you hit OK, the record will be updated. However if you hit cancel the record will still contain your changes, but it will not update the database. After hitting cancel, you can then hit the cancel button (described below) on the bottom of the screen to undo your changes.

The Delete Record Button

This button is used to delete records from the database. If you find a record that you want to delete entirely, click on this button and a message will come up asking if you really want to delete this record. If you do want to delete it, click on "YES", if you do not want the record deleted, click on "No" and the record will be restored.

The Cancel Button

The cancel button is used to undo changes that you have made while adding or editing records. If you start editing a record and then find out you really didn't want to make those changes simply hit cancel, and the values in the fields you changed will return to their original values. However, once you press on the commit button, you cannot restore the previous values because they have already been updated. In this case to restore values you would have to edit the record again.

The Return To Main Button

Pressing this button will simply return you to the main menu.

Data Entry & Record Lookups

To enter, edit or view data you must execute (click the left mouse button, or hit return when the option has a box around it) the option which states "Update/View Invoices", it is the first option on the menu. Once you click on this option another option box will appear. The second box contains four options in it. These options are from left to right: Add Records, Edit Records, View Records, and Cancel. Hitting the cancel button will return you to the main menu, and the other functions are described in more detail below.

Adding Invoices

If you want to add invoices to the database click the Add Records option after you have chosen Update/View Invoices from the main menu. Choosing this option will bring up the invoice entry form to a blank record. You will notice that when the form comes up, the cursor will be waiting in the vendor name field for you to start entering the data, you will also notice that some of the data fields already contain data. For example, the date received and date entered fields are showing the current date, the discount field is showing an F, and the terms percent field is showing 0.00. These are the default values and can be changed when you enter those fields. At this point you may begin entering the invoice vendor name. When you have finished entering the vendor name you can hit the TAB key (or the Enter Key) to move to the next field, "Invoice Number." You can continue this process until you have entered all the data you need. When you are done entering in data press the commit record button (located at the bottom of the form), this will update the database with your record or it will notify you of any problems with the record. There may be problems for instance if you don't enter data into certain fields that are required. For example, if you fail to enter a value in the control number field, you will be prompted to do so. Another example would be if you entered a duplicate control number, or a duplicate invoice number - document number combination. At any point while entering a new record you may press the cancel button (located at the bottom of the screen) which will erase all the data from the fields, then you may start entering new data. Please note when entering in date fields you must enter in the following format X/XIXXXX. You do not have to enter the slashes, they are automatically inserted. So, to enter a date simply type 1111999 this will appear in the field as 01/11/1999. Please note that at any time you want to go directly to a specified field (perhaps you want to skip over fields without pressing the TAB key) you can simply point the mouse in the desired field and click. If you commit a record to the database you will be prompted with the message, "you are about to update the database." If you click OK your record will be added to the database, or if you choose cancel the fields will be cleared and the record will not be added.

Editing Invoices

After selecting “Update/View Invoices” from the main menu and then “Edit Records” from the next menu you are again faced with the invoice form, however this time you will notice some differences on the form. For example, on the right of the form you will notice a green shaded box, which is used for executing general searches (you can find more info on this in the “searching invoices” section). After selecting an invoice to edit you can go directly to any of the fields by clicking in the box next to them. Please note that if you click in a box with a “s” next to the field name a search box will appear. If you do not want to search, then simply hit cancel and you will be able to update the field. (See “searching invoices” for more details on searching). After editing a field press cancel to undo your changes, or commit record to update the database. You will also notice that when editing records that the previous and next buttons are enabled and you can use these to scroll through records. Please note that if you change a field in edit mode and then you press previous or next buttons, your changes will automatically be committed to the database.

Viewing Invoices

When you enter the “View Records” mode there is one major difference from the other two modes (Add and Edit), that difference is that you cannot update any fields or add any records. This mode is simply for information lookup however, you may still use both searching methods to find invoices.

Reports and How to Run Them

Other than “Update/View Invoices” and a couple of others, all of the other main menu options are reports. For most of the reports you are prompted to enter a date range into a form. After you enter the necessary information for the report, the system will start to build the report, at which point your mouse pointer will turn into an hourglass. After the system has generated the report, it will display the first page of it. At this point you will notice a series of arrows in the bottom left corner of the page. These arrows can be used to scroll through pages of the report. If the arrows are not enabled (I.E. you cannot click on them) that means the report is only one page long. If you hit the “>” button it will bring you directly to the last page, and conversely if you hit “<” button you will be brought directly to the first page of the report. At the top of the page you will notice a button with a picture of a printer on it, pressing this button will print the report.

You will also see a close button at the top of the screen, which closes the report file and returns you to the main menu.

The Invoice Scheduling Report

When clicking this option you will be presented with a form which asks for the beginning and ending dates received. If you simply hit return here you will get all invoices which are due to be paid, with all invoices due that have discounts as well broken down by due date range. If you enter a range you will get all invoices due with a date received in the specified range.

Total Invoices Received Report

This report will ask you for beginning and ending date received. You must enter at least one date (starting or ending) into this report. This report will provide all invoices with a date received between the specified range.

Unpaid Document Report

This report will ask you for beginning and ending dates received. If you do not enter a date in either field the report will produce all invoices which are not paid and are not voids or returns. If you enter a range the report will produce all unpaid invoices where date received is between the range you entered and their status is not a void or return.

The Prompt Paid Report

After clicking on this option you will be presented with a question: Regenerate. Reuse or Cancel. Regenerate will recalculate the Prompt Pay Report and will take longer to run. Reuse will simply give you the same report that it generated the last time you ran the report and will run more quickly. If you choose regenerate, you will be presented with another form. This new form will have five numbers in it: 1) Number of invoices at end of year. 2)number of additional invoices. 3)number of voids. 4)number of returns, and 5)special adjustment. To run with these numbers simply press accept, or to change these numbers click update, and then click in the appropriate box to change the number, and finally press accept. After pressing accept you will be presented with another form which will show the week ending dates for each month (these values should be entered once at the beginning of the year). To change these values simply press update and click in the appropriate field to change it. Press accept when ready and you will be presented with a warning box stating the report may take a few minutes to run. To continue and run the report hit OK. or to cancel the running of the report press cancel. After the report has been run (either by using regenerate or reuse) you will see three windows generated. These three windows are actually three separate reports (weekly, monthly, quarterly), and you can scroll through pages just like any other reports. however to make a specific report active you must click inside it's window. Once you have clicked on a certain window that report acts like any other report which can be scrolled, printed, or closed. Please note that at the bottom of the weekly report you will also see an average yearly section along with an interest elucidation section.

The Returned Invoices Report

This report will prompt you for beginning and ending status code dates. You must enter a value for either the starting or ending dates. You will also notice on this report a button to the right of the date fields which states "Weekly Report. - By clicking in this circle, the report will print "WEEKLY REPORT" as the header on the report. If you do not turn this button on (click in the circle), then the report will not print weekly at the top. The report will select all the records with a status code date between the dates you entered and a status code of "R."

The Control Number Report

This report prompts you for beginning and ending control numbers. You must enter in at least one of the numbers, either the starting or ending number. The report will generate all the invoices where the control number is between the numbers you entered. Also note that the report will notify you (by printing missing record") of any control numbers that are out of sequence.

The Date Paid Report

This report will prompt you for beginning and ending paid dates. You will also notice that there are three buttons on the right of the form (prior year, current year, and weekly). If you press the current year, or weekly report buttons, then the report will generate all invoices paid between the dates you entered, and will display either "Current Year". or "Weekly" on the top of the report. However, if you press the "Prior Year Button", the report will generate all invoices paid between the dates you entered, but received prior to 10/1/???. For example, if you want all invoices paid after 10/01/1998, but received before 10/01/1998, then you would press the prior year button and enter 10/01/1998 for the starting date. This would select all invoices paid after 10/01/1998, but received before 10/01/1998. If you wanted all invoices paid between 10/01/1998 and 10/24/1998 that were received before 10/01/1998, you would click the prior year button, and enter 10/01/1998-10/24/1998 as the date range. Clicking on the "Prior Year" button will also print the title "PRIOR YEAR" heading at the top of the page.

The Unpaid Report

This report simply prompts you to enter in one date, a date received. This report will then list all invoices that are not paid and were received before the date you entered. If you do not enter a date it will list all unpaid invoices. This report actually generates two separate reports. After you run the report you will see the first report come up with the title "Unpaid Report. - After printing or viewing this report you can close it, or move it to reveal another report which is titled "Prior Year Unpaid Report." This report will show you all invoices that are unpaid and were received prior to 10/01/???.

Approval Status Report

This report comes up with two boxes which contain dates. The first box's date is a week prior to the current date, clicking on this box will generate a report listing all unpaid invoices with a date received of 7 days or more ago, and a status code of 1. The second box's date is two weeks prior to the current date, clicking in this box will generate a report listing all unpaid invoices with a date received of 14 days or more ago, and a status code of 1.

The Void Report

The void report will prompt you for a beginning and ending status code date. It will then list all unpaid invoices with a status code date between the dates you entered and a status code of "V." You must enter one of the date values for the report to run. Also you will again see a weekly button to the right of the input boxes. Clicking in this circle will produce the "WEEKLY" heading at the top of the report.

Searching for Invoices

General Searches

When you are in Edit, or View mode you can search for invoices based on general search criteria. You can search on the following fields: invoice number, document number, vendor name, and control number. To start the search mechanism click on the small pair of binoculars at the bottom of the green box. At this point a box will appear with the searchable fields listed. Enter at least one value~ into these boxes, (you can enter values for one or more fields, the more fields you put data into the narrower the search) and click OK. Please note that you do not have to enter in exact matches. For example. if you wanted to find all the invoices where the vendor name had the word "Atlantic" in it. you would simply type "Atlantic" into the vendor name box and hit <OK>. This would bring up all invoices with the word "Atlantic in the vendor name. To scroll through the list simply hit the next and previous buttons, and you will only see records with this criteria. To refresh back to all records you must hit the button in the green box (which now says refresh to all records at the top) where the binoculars used to be. This will bring you back to all the invoices. Please note that this search method may take longer than a specific search.

Specific Searches

If you know the exact search criteria for your search you can do a specific search. This can be done while in "Edit" or "View" records mode. This search can be done on any field which has an "s" next to it. (I.E. Vendor Name) To execute this search simply click in the field you want to search and an input box will be displayed asking you to enter the data. You must enter the exact data into this box. For example to search a vendor name called "Bell Atlarnic" you must enter in exactly that. (Case does not matter) If you simply enter "Atlantic" it will not find anything, unless there is a vendor called "Atlantic." Again this will list all records with this vendor name, and **to** refresh you must hit the refresh button. If you were to search on a specific control number you would only get one record in return because control number is a unique field.

Wrapping It Up

Well that is the end of your training. good luck. The Invoice Tracking System will reside on a server, and will be backed up daily to ensure that no data is lost

	Date	Amount	Balance
Dave's Vending			
78887-00			
doc12356			
11/23/1998			
11/23/1998			
11/23/1998			
F			
0			
00,000			
\$700.00			
0			
I			
11/23/1998			

12/18/1998
\$0.00

T

Test Record

Edit Records

Attachment J.9

Labor Management Agreement between the Volpe Center and Local R1-195 National Association of Government Employees - NAGE

Article 18 Travel

Section 1. Employees performing travel on official business shall be reimbursed for all authorized and allowable costs associated with such travel. Employees will exercise the same care that a prudent person would exercise if traveling on personal business. It is agreed that all employees may obtain advance travel funds prior to departing on TDY in accordance with regulations.

Section 2. Volpe Center employees who have an AMEX Government credit card may make cash withdrawals from an automatic teller machine (ATM) in connection with officially authorized travel and to the extent authorized by applicable government and Department wide regulations/policies. Limits on amounts that may be obtained in this manner are those established by applicable laws, regulations, and DOT policies; by the American Express Company; and by the banking institution operating the ATM being used, whichever is less. Cash advances will be due and payable on the same basis as other charge purchases for official travel which are made on the credit card. Volpe Center employees who desire to use the AMEX Government credit card for cash withdrawals on travel must complete a Personal Identification Number (PIN) application form. The signed form is mailed to the American Express Company, which will send the employee the PIN. Any charges for use of ATM's to make cash withdrawals in connection with official travel shall be reimbursed by the employer.

Section 3. The Employer agrees that travel on government business should be scheduled within the employee's regularly scheduled work hours to the extent practicable. Employees may travel on their own time. In those cases in which travel occurs during non-duty hours, the time will be treated as hours of work for overtime when it meets the criteria in 5 CFR 550.112g, or other statutory criteria are met. If the employee is otherwise required to travel on non-duty time, the reasons for requiring the travel must be recorded by the supervisor and it will, upon request, be given to the employee.

Section 4. Employees who perform travel on official business will promptly submit a claim for reimbursement of travel costs. In order to expedite processing of claims, the Employer will establish a PC-based system for preparing and approving travel vouchers. Payment (by means of Treasury check, Electronic Funds Transfer, or cash) shall be completed within two (2) weeks following the submission of a correct travel claim.

Section 5. When claims are denied, the Employer will provide information upon request as to:

- a. Why the claim was denied,
- b. The controlling policy, regulations, etc., and,
- c. Rights the employee has to dispute the claim.

The employee may file a grievance directly at Step 2 of the Grievance Procedure (Article 39).

Section 6. An employee who, while on a TDY assignment, is required to perform work outside normal duty hours exclusive of travel time will be compensated under applicable laws and regulations when approval from the supervisor is obtained.

Section 7. An employee whose temporary duty extends through non-work days in their regular tour of duty may return to their permanent duty station for such non-work periods, and shall be reimbursed for travel expenses, not to exceed the amount reimbursable had the employee remained at the temporary duty station. An employee whose TDY assignment extends beyond two weeks may request to return home on an agreed upon schedule at the Employer's expense.

Section 8. If an employee becomes incapacitated or when a personal emergency requires that an employee return home immediately, the Employer will reimburse the employee for allowable expenses incurred in returning to the employee's normal duty station in accordance with FTR Chapter 301-12.

Section 9. In selecting itineraries, travel methods (including airports) will be chosen which result in the greatest advantage to the government, cost and other factors considered. Other factors include, but are not limited to, energy conservation, costs of per diem, and the amount of time employees might have to travel outside of duty hours.

Section 10.

A. When travel is directed between points which are separated by several time zones, a rest period not in excess of twenty-four hours may be authorized or approved when the scheduled or actual flight time, including stopovers of less than eight (8) hours, exceeds fourteen (14) hours by a direct or usually traveled route.

B. The per diem rate for the rest stop shall be the rate applicable for the rest stop location.

C. When carrier schedules preclude an intermediate stop, the employee may schedule to arrive at the temporary duty point in sufficient time to allow a reasonable rest period before reporting for duty.

Section 11. When employees have upgrade certificates which allow first class accommodations at no additional cost to the Government, employees may use such accommodations so long as there is no adverse impact on the Employer.

Attachment J.10 - TELEPHONE PARTIAL PAYMENT SUMMARY SHEETS

ATT

F98TELA10	129 9225 (CLOSED)	XF00TELA57	131 236-3957
F98TELA11	129 9215 (CLOSED)	XF00TELA58	019 002 1220
F98TELA17	013 234 6805 (CANCELLED 11/9)	XF00TELA59	055 298 1811
F98TELA23	331 2755 (CLOSED)	XF00TELA60	050 336 5956
F98TELA24	013 041 3950 (CLOSED)		
F98TELA24	144 4953 (CLOSED)	SEE ACC#: 600084503	600133243-617/510-8466
F98TELA26	055 1475 335 (CANCELLED)	SEE ACC#: 600084503	600310270
F98TELA76	024-8418 (CLOSED)	SEE ACC#: 600084503	600313084
F98TELA78	220 3018 (CLOSED)	SEE ACC#: 600084503	600306773
F01TELA12	013 129 9407	F01ATTMN (SEE SETUP)	600084503
F01TELA13	617 032-2020		
F01TELA14	013 128 4888	F01TELAT2	013 001-5571
F01TELA15	013 261 9945	F01TELAT3	012 043 2759
F01TELA16	013 171 9639	F01TELAT4	013 129 9273
F01TELA18	141 6714	F01TELAT5	013 130 3403
F01TELA19	141 3394	F01TELAT7	003-5656
F01TELA20	141 3386	F01TELAT9	017 213-1114
F01TELA21	8000 141 3212 (USE INV#)	F01TELA61	058 500-9250
F01TELA22	013 003-8339	F01TELA62	013 335 5080
F01TELA25	175 4940; S/B 018 415-8458	F01TELA63	011 366 5200
F01TELA27	050 3498; S/B 015 402 1910	F01TELA64	018 453 4579
F01TELA28	127 0622; S/B 018 378 0179	F01TELA65	017 381 3388
F01TELA29	090 9262; S/B 012 362 1989	F01TELA66	011 366 6159
F01TELA30	013 291 5748	F01TELA67	131 231 2150
F01TELA31	123 5208; S/B 732 258 2107	F01TELA68	131 238 7821
F01TELA32	012 055 5839	F01TELA69	662578343 - ONE PAYMENT
F01TELA33	131 194-9123	F01TELA70	131 240-5403
F01TELA34	131 197-8614	F01TELA71	012 407-8635
F01TELA35	8000 878 3484	F01TELA72	013 316 0934
F01TELA36	053 074 8080	F01TELA73	058 506 5455
F01TELA37	057 158 0963	F01TELA74	057 818 4950
F01TELA38	272 0607 S/B 013 329 6893	F01TELA75	
F01TELA39	016 496 0427		
F01TELA40	600054894 (CLOSED -- SEE 600084503)	F01TELATT	0012 954 0019 (LUCENT TECH USE INVOICE #)
F01TELA41	SEE 600084503	F01LUCNT1	0014 905 2219 (USE INVOICE#)
F01TELA42	SEE 600084503	F0TELA71	0012-986-3510 (LUCENT TECH USE INVOICE #)
F01TELA43	SEE 600084503		
F01TELA44	055 292 7013	XF01ATTW01	84561828
F01TELA45	055 292 9249	XF01ATTW02	601091093
F01TELA46	600133243 (SEE 600084503)	XF01ATTW03	663362168
F01TELA48	050 131 3861	XF01ATTW04	601591274
F01TELA49	600310270	ATT WIRELESS 601909997	SEE ACCT: 600084503 (SETUP)
F01TELA50	600313084	XF01ATTW05	
F01TELA52	736 441 8606	XF01ATTW06	601939374 [SEE SETUP 600084503]
F01TELA53	050 568 4695	XF01ATTW07	602008401
F0TELA54	055 295 1945	XF01ATTW08	602200172
F01TELA55	055 126 2386	XF01ATTW09	602256240
F01TELA56	011 366 2106	XF01ATTW10	602256257
		XF01ATTW11	700192529
		XF01ATTW12	700425564

Voyager

INV_NUMB: 869920397010

FID_NUMB: 3-760476053

REC'D 10/27/00

DATE:

30 DAYS FROM
RECEIPT

DOCUMENT ID	LINE	TC	WPB	OBJ_CLASS	CARD_NUMB	AMOUNT
33 01 F01VOYAGR	001	103	P1130	2609	003 & 010	\$1,556.67
33 01 F01VOYAGR	002	103	W1131	2609	001 & 005	\$192.93
33 01 F01VOYAGR	003	103	U0173	2609	007	
33 01 F01VOYAGR	004	103	R0105	2609	004	
33 01 F01VOYAGR	006	103			006	
33 00 F01VOYAGR	007	103	A0222	2609	007	N/A
33 00 F01VOYAGR	008	103			008	
33 00 F01VOYAGR	009	103			009	
33 00 F00VOYAGR	011	103			011	
33 00 F00VOYAGR	012	103			012	
33 00 F00VOYAGR	013	103			013	
33 00 F00VOYAGR	014	103			014	
33 00 F00VOYAGR	015	103			015	
33 00 F00VOYAGR	016	103			016	
33 00 F00VOYAGR	017	103			017	
33 00 F00VOYAGR	018	103			018	
33 00 F00VOYAGR	019	103			019	
33 00 F00VOYAGR	020	103			020	

TOTAL: \$1,749.60

PAGENET

INV/ACCT#: 000121545

FID#: 3-752212470

BILL'G DATE: 09/22/00

REC'D DATE: 10/02/00

WHSE DATE: 10/18/00

LINE COUNT

33

TEL_NUMB	DOCUMENT	LINE	TC	WPB	SUB-TOTAL	TOT-PAYMENT
	45 01 F01PAGE01	001	103	A1172	\$53.80	\$53.80
	45 01 F01PAGE02	001	103	A1562	\$58.90	\$107.85
	45 01 F01PAGE02			A1562	\$48.95	
	45 01 F01PAGE03	001	103	N1053	\$58.90	\$58.90
	45 01 F01PAGE04	001	103	G1666	\$34.95	\$34.95
	45 01 F01PAGE05			A1227		
	45 01 F01PAGE05	001	103	A1227	\$36.70	\$36.70
	45 01 F01PAGE06			A1225		
	45 01 F01PAGE07	001	103	N1321	\$34.95	\$69.90
	45 01 F01PAGE07			N1321	\$34.95	
	45 01 F01PAGE08	001	103	G1874	\$12.95	\$12.95
	45 01 F01PAGE09	001	103	G1885A	\$72.90	\$108.80
	45 01 F01PAGE09			G1885A	\$22.95	
	45 01 F01PAGE09			G1885A	\$12.95	
	45 01 F01PAGE11	001	103	A1570	\$43.95	\$43.95
	45 01 F01PAGE13	001		A1360	\$25.70	\$25.70
	45 01 F01PAGE14	001	103	A1132		\$226.50
	45 01 F01PAGE14			A1132		
	45 01 F01PAGE14			A1132	\$12.95	
	45 01 F01PAGE14			A1132	\$15.70	
	45 01 F01PAGE14			A1132	\$12.95	
	45 01 F01PAGE14			A1132	\$169.95	
	45 01 F01PAGE14			A1132		
	45 01 F01PAGE14			A1132*	\$14.95	
	45 01 F01PAGE15	001	103	A1433	\$22.95	\$45.90
	45 01 F01PAGE15			A1433	\$22.95	
	45 01 F01PAGE17					
	45 01 F01PAGE18	001	103	A1137	\$34.95	\$34.95
	45 01 F01PAGE19	001	103	A1254		
	45 01 F01PAGE19			A1254		
	45 01 F01PAGE19			A1254		
	45 01 F01PAGE19			A1254		
	45 01 F01PAGE19			A1254		
	45 01 F01PAGE21	001	103	A1631	\$14.95	\$14.95
	45 01 F01PAGE22	001	103	A1352	\$34.95	\$34.95
	45 01 F01PAGE23	001	103	C1352A	\$22.95	\$22.95
	45 01 F01PAGE24	001	103	D1038	\$34.95	\$34.95
	45 01 F01PAGE26	001	103	G1101	\$17.19	\$17.19
	45 01 F01PAGE28	001	103	N1329	\$34.95	\$69.90
	45 01 F01PAGE28			N1329	\$34.95	
	45 01 F01PAGE30			G1220		

	45 01 F01PAGE30	001	103	G1220	\$34.95	\$34.95
	45 01 F01PAGE31			P1034		
	45 01 F01PAGE31			P1034		
	45 01 F01PAGE32	001	103	D1159	\$29.95	\$29.95
	45 01 F01PAGE34	001		A1740	\$14.70	\$29.40
	45 01 F01PAGE34			A1740	\$14.70	
	45 01F01PAGE35	001	103	G1195	\$26.70	\$26.70
	45 01 F01PAGE36	001	103	N1428	\$116.65	\$150.05
	45 01 F01PAGE36			N1428	\$26.70	
	45 01 F01PAGE36			N1428	\$6.70	
	45 01 F01PAGE37	001	103	D1349	\$59.95	\$63.90
	45 01 F01PAGE37			D1349*	\$3.95	
	45 01 F01PAGE38	001	103	A1585	\$37.70	\$37.70
	45 01F01PAGE39	001	103	A1619	\$22.70	\$22.70
	45 01 F01PAGE40			N1079		
	45 01 F01PAGE41	001	103	A1078	\$12.70	\$12.70
	45 01 F01PAGE42	001		D1047	\$51.95	\$51.95
	45 01 F01PAGE43	001	103	N1320	\$32.70	\$32.70
	45 01 F01PAGE44	001	103	A1072	\$12.95	\$12.95
	45 01 F01PAGE45	001		A1619	\$49.15	\$98.30
	45 01 F01PAGE45			A1619	\$49.15	
	45 01 F01PAGE46	001		N1082	\$49.15	\$98.30
	45 01 F01PAGE46			N1082	\$49.15	
				TOTAL:	\$1,757.99	\$1,757.99
					DIFF >>>	\$282.36

BELL ATLANTIC

ACCT#: 100137410
 FID: 3-223372889
 BILLING DATE: 08/14/00
 REC'D DATE: 08/23/00
 WHSE DATE: 09/07/00

LINE
COUNT
 29

MOBILE_NUMB	USER	WPB	DOCUMENT ID	LINE	TC	SUB_TOTAL	TOTAL
		A0011	45 00 F00BELL14	012	103	\$9.62	\$38.48
		A0011	45 00 F00BELL14			\$9.62	
		A0011	45 00 F00BELL14			\$9.62	
		A0011	45 00 F00BELL14			\$9.62	
		A0221	45 00 F00BELL21	012	103	\$92.13	\$368.50
		A0221	45 00 F00BELL21			\$169.02	
		A0221	45 00 F00BELL21			\$107.35	
		A0227	45 00 F00BELLE1	012	103	\$68.81	\$68.81
		A0321	45 00 F00BELL42	012	103	\$9.62	\$9.62
		A0433	45 00 F00BELLB8	012	103	11.51	\$341.89
		A0433	45 00 F00BELLB8			320.76	
		A0433	45 00 F00BELLB8			\$9.62	
		A0523	45 00 F00BELLB6	012	103	77.49	\$77.49
		A0586	45 00 F00BELLD1	012	103	\$29.89	\$150.39
		A0586	45 00 F00BELLD1			\$120.50	
		A0586	45 00 F00BELLD1				
		A0740	45 00 F00BELLE2				
		A0740	45 00 F00BELLE2	012	103	\$257.15	\$257.15
		C0352A	45 00 F00BELL30				
		C0510A	45 00 F00BELL12				
		C0510A	45 00 F00BELL12				
		C0510A	45 00 F00BELL12				
		D0159	45 00 F00BELL35	012	103	\$159.58	\$159.58
		D0349	45 00 F00BELL10				
		D0349	45 00 F00BELL10	012	103	\$10.07	\$41.23
		D0349	45 00 F00BELL10				
		D0349	45 00 F00BELL10			\$31.16	
		G0101	45 00 F00BELL31	012	103	\$9.62	\$9.62
		G0185	45 00 F00BELL15	012	103	\$166.56	\$166.56
		G0444	45 00 F00BELLC2	012	103	\$9.62	\$9.62
		G0666	45 00 F00BELL37	012	103	\$9.62	\$9.62
		G0777	45 00 F00BELLE5	012	103	9.62	\$9.62
		G0777	45 00 F00BELLE8				
		G0874	45 00 F00BELL20	012	103	\$9.83	\$50.08
		G0874	45 00 F00BELL20			\$40.25	
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9	012	103	\$9.62	\$418.52
		G0885A	45 00 F00BELLA9			\$9.62	
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9			\$189.53	
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9			\$17.14	
		G0885A	45 00 F00BELLA9			\$9.62	
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9			\$10.51	

		G0885A	45 00 F00BELLA9			\$9.89	
		G0885A	45 00 F00BELLA9			\$50.30	
		G0885A	45 00 F00BELLA9			\$10.70	
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9			\$9.62	
		G0885A	45 00 F00BELLA9			\$15.01	
		G0885A	45 00 F00BELLA9			\$9.62	
		G0885A	45 00 F00BELLA9				
		G0885A	45 00 F00BELLA9			\$9.62	
		G0885A	45 00 F00BELLA9			\$9.62	
		G0885A	45 00 F00BELLA9			\$9.62	
		G0885A	45 00 F00BELLA9			9.62	
		G0885A				\$9.62	
		G0885A	45 00 F00BELLA9			\$9.62	
		G0885A	45 00 F00BELLA9			\$9.62	
		H0190	45 00 F00BELLE9				
		N0036	45 00 F00BELL44	012	103	\$12.68	\$87.20
		N0036	45 00 F00BELL44			\$74.52	
		N0053	45 00 F00BELLB4	012	103	\$81.72	\$81.72
		N0291	45 00 F00BELLD6	012	103	\$13.53	\$128.52
		N0291	45 00 F00BELLD6			\$114.99	
		N0324	45 00 F00BELLD3	012	103	\$149.86	\$149.86
		N0329	45 00 F00BELL C1	012	103	\$162.33	\$162.33
		N0329	45 00 F00BELL34	012	103	\$9.62	\$28.86
		N0329	45 00 F00BELL34			\$9.62	
		N0329	45 00 F00BELL34			\$9.62	
		N0355	45 00 F00BELL C3	012	103	\$106.44	\$106.44
		N0362	45 00 F00BELLB2	012	103	\$9.62	\$9.62
		N0434	45 00 F00BELLB9	012	103	9.62	\$9.62
		P0130	45 00 F00BELL22	012	103	\$37.80	\$37.80
		R0048	45 00 F00BELLB3				
		R0103	45 00 F00BELLF2	012	103	\$37.55	\$75.10
		R0103	45 00 F00BELLF2			37.55	
		U0012	45 00 F00BELLA5				
		U0061	45 00 F00BELLE6	012	103	\$9.62	\$46.23
		U0061	45 00 F00BELLE6			36.61	
		U0068	45 00 F00BELLF1				
		U0193	45 00 F00BELLE7				
			45 00 F00BELLD2	DON'T USE THIS DOCUME NT ID			
			45 00 F00BELLB1	DON'T USE THIS DOCUME NT ID			
						\$3,110.08	\$3,110.08

ATX WIRELESS

A/C#: 600084503
 FID#: 3-
 13492471A
 BILL'G DATE: 10/19/00
 REC'D DATE: 10/24/00
 WHSE DATE: 11/08/00

LINE	COUNT
36	

PHONE	USER	WPB	DOC ID	LINE	TC	SUB_TOT	TOTAL	DISC	AFTI DIS
		C1352A	45 01 F01ATT01	002	103	79.09	79.09		
		G1101	45 01 F01ATT02	002	103	22.61	22.61		
		G1222	45 01 F01ATT03						
		G1885A	45 01 F01ATT04	002	103	12.09	150.35		
		G1885A	45 01 F01ATT04			30.55			
		G1885A	45 01 F01ATT04			12.09			
		G1885A	45 01 F01ATT04			32.26			
		G1885A	45 01 F01ATT04			12.09			
		G1885A	45 01 F01ATT04			35.55			
		G1885A	45 01 F01ATT04			7.86			
		G1885A	45 01 F01ATT04			7.86			
		A1733	45 01 F01ATT05	002	103	56.15	56.15		
		A1296	45 01 F01ATT06	002	103	114.17	114.17		
		N0392	45 01 F01ATT07						
		B0128	45 01 F01ATT08						
		G1861	45 01 F01ATT09	002	103	12.09	12.09		
		G1220	45 01 F01ATT11	002	103	134.28	134.28		
		C1210A	45 01 F01ATT12						
		C1210A	45 01 F01ATT12	002	103	18.43	122.67		
		C1210A	45 01 F01ATT12			34.10			
		C1210A	45 01 F01ATT12			70.14			
		G1874	45 01 F01ATT13	002	103	14.33	27.79		
		G1874	45 01 F01ATT13			13.46			
		U1003	45 01 F01ATT14	002	103	90.75	90.75		
		A1619	45 01 F01ATT16						
		U1169	45 01 F01ATT17	002	103	90.75	90.75		
		A1290	45 01 F01ATT18	002	103	29.68	29.68		
		U1027	45 01 F01ATT19						
		U1027	45 01 F01ATT19	002	103	90.75	268.48		
		U1027	45 01 F01ATT19			84.73			
		U1027	45 01 F01ATT19			93.00			
		N1320	45 01 F01ATT20	002	103	90.75	90.75		
		N1329	45 01 F01ATT21	002	103	90.75	90.75		
		D1038	45 01 F01ATT22	002	103	14.60	297.56		
		D1038	45 01 F01ATT22			282.96			
		N1363	45 01 F01ATT23	002	103	543.52	543.52		
		A1731	45 01 F01ATT24						
		G1666	45 01 F01ATT26	002	103	38.01	38.01		
		G1914	45 01 F01ATT27	002	103	90.75	90.75		
		R1048	45 01 F01ATT29	002	103	95.05	95.05		
		N1414	45 01 F01ATT31	002	103	90.75	90.75		
		N1139	45 01 F01ATT32	002	103	189.93	461.68		
		N1139	45 01 F01ATT32			271.75			
		R1033	45 01 F01ATT33	002	103	30.24	30.24		
		D1467	45 01 F01ATT34	002	103	34.62	34.62		
		N1362	45 01 F01ATT35	002	103	118.80	118.80		

ATTACHMENT J.12 - PROBLEM ACTION LOG FORM

[illegible]

ATTACHMENT J.13 – REQUEST FOR VENDOR INFORMATION

US Department
Of Transportation
Research and
Special Programs
Administration

John A. Volpe
National Transportation
Systems Center

Kendall Square
Cambridge, MA 02142

May22, 1997

ELECTRONIC FUNDS TRANSFER

To: Vendor

This memorandum describes the manner in which you will get paid. A Vendor Payment Data Form (VNTSC Form 4250.2) is enclosed which you must complete in order to get paid. The Volpe Center now makes all payments by Electronic Funds Transfer (EFT).

Public Law 104-134 (Omnibus Consolidated and Appropriations Act of 1996 and Debt Collection Improvement Act of 1996) requires all payments related to contracts and purchase orders awarded after July 26, 1996 to be made by Electronic Funds Transfer (EFT).

Please complete all of the non-shaded parts of the enclosed Vendor Payment Data Form. Consult with your financial institution as needed to assure accurate EFT (the nine digit ACH routing symbol) data is supplied.

Return the Vendor Payment Data Form with your first invoice, unless you have previously provided your payment data, to:

Accounts Payable DTS-823
Volpe Center 55 Broadway
Cambridge, MA 02142-1093

Your cooperation will ensure that prompt payment is made to you. Please contact Carlene Hosker (617) 494-2140 with any EFT payment questions, and your Contracting Officer with all other questions.

David S. Scali
Chief, Acquisition Division

ATTACHMENT J.14 - WEEKLY TRAVEL STATISTICS REPORT

TRAVEL STATISTICS

11/2/00

BALANCE		33
VOUCHERS RECEIVED	94	
PLUS/LESS NET RETURNS	6	
TOTAL TO BE PROCESSED		88
LESS VOUCHERS PROCESSED		78

ENDING BALANCE		43
----------------	--	----

DETAIL OF VOUCHER BALANCE:

23	READY TO BE PAID 11/3/00
0	WAITING CERTIFICATION
0	PROBLEM BIN
20	LEFT TO BE REVIEWED

43

OLDEST VOUCHERS	10/27-1	10/31-1	11/1-19	11/2-2
OLDEST WAITING CERTIFICATION	NONE			
OLDEST VOUCHERS IN PROBLEM BIN	NONE			
OLDEST VOUCHER WAITING REVIEW	11/2-20			

*NEEDS AMENDMENT IN ORDER TO PAY	0
----------------------------------	---

**NO PAYMENT DUE TO LACK OF ACH SIGN UP	0
---	---

AVERAGE TURN-AROUND TIME (TRAVEL)	1.00	(WORKDAY)
AVERAGE TURN-AROUND TIME (CERT.)	.50	(WORKDAY)

TOTAL DOCUMENTS PROCESSED:

PROCESSING TIME

AUTHORIZATION	73	JUDY	29	(1 HR PYRL 10 CITI.)	4
VOUCHERS PROCESSED	78	EMILY	40		5
		PAT		(2 CITI.)	
TOTAL	151		69		9

WALK=THRUS	5
------------	---

LOTA AUTHORIZATIONS 1 TO DATE FY 01	115
# people with LOTA'S FY 01	63

ATTACHMENT J.15 - MONTHLY TRAVEL ACTUAL EXPENSE SPREADSHEET

ACTUAL EXPENSES

Date	Traveler's Name	Location	Maximum Lodging	Actual Lodging	Number of Days Actual Lodging
Oct-98		North Olmsted, OH	\$83.00	\$95.04	1
		Nashville, TN	\$50.00	\$90.26	4
Nov-98		Albany, GA	\$58.00	\$77.28	1
		Westminster, MA	\$50.00	\$60.48	2
Dec-98		Toulouse, France	\$68.00	\$137.74	5
Jan-99		Washington DC	\$126.00	\$152.55	2
		San Juan, PR	\$105.00	\$195.00	3
		San Juan, PR - taxes	\$23.10	\$44.90	3
		Denver, CO	\$80.00	\$82.29	3
		Denver, CO - taxes	\$9.60	\$9.71	3
		Denver, CO	\$80.00	\$82.29	2
		Denver, CO - taxes	\$9.60	\$9.71	2
		Hunter, NY	\$50.00	\$69.00	2
		Charlotte, NC	\$71.00	\$72.00	2
Feb-99		Miami FL / Washington, DC	\$75.00	\$109.95	2
		Orlando, FL	\$75.00	\$204.00	2
Mar-99		Los Angeles, CA	\$95.00	\$109.00	3
		Los Angeles, CA	\$95.00	\$109.00	3
		New York City, NY	\$195.00	\$204.00	1
		Bethel, AK	\$103.00	\$135.00	3
Apr-99		New York, NY	\$195.00	\$204.00	1
		Denver, CO	\$76.00	\$80.00	2
		San Diego, CA	\$89.00	\$119.00	2
		San Diego, CA	\$89.00	\$93.00	5
		San Diego, CA	\$89.00	\$93.00	5
May-99		Columbus, OH	\$70.00	\$117.00	3
		Chicago O'Hare, IL	\$104.00	\$185.00	2
Jun-99		Chicago, IL	\$104.00	\$185.00	2
		Chicago, IL	\$104.00	\$185.00	2
		Moffet AFB, CA	\$99.00	\$119.00	5
Jul-99					
Aug-99		San Diego, CA	\$89.00	\$102.00	6
		San Diego, CA	\$89.00	\$102.00	6
Sep-99		Brainerd, MN	\$50.00	\$109.50	3
		San Francisco, CA	\$74.00	\$99.00	3
		San Francisco, CA	\$74.00	\$99.00	2

NON-VOLPE TRAVELERS

	TYPE	NAME	SSN #	CITY / STATE	TRAVEL DATES	TA #	AMOUNT PAID	DATE PAID	AGENCY
1	Invitational			Albuquerque, NM	10/19/99-10/21/99	00152	\$580.45	12/10/1999	
2	Interview			Mountain Side, NJ	03/20/00-03/20/00	01415	\$246.50	05/08/2000	
3	Invitational			Austin, TX	04/25/00-04/27/00	01425	\$784.10	06/12/2000	
4	Invitational			Austin, TX	07/10/00-07/12/00	02266	\$658.28	07/28/2000	
5	FAMIS Meeting			Renton, WA	10/25/00-10/29/00	00197	\$1,192.99	11/10/1999	**FAA**
6	Interview			Tiverton, RI	08/08/00-08/08/00	02443	\$39.00	08/11/2000	
7	Conduct Training			Ft. Washington, MD	07/20/00-07/20/00	02406	\$277.96	08/04/2000	HHS
8	Airport Security Conference			Washington, DC	08/01/00-08/01/00	02450	\$207.00	08/23/2000	**OST**
9	Invitational			Belmont, MA	05/22/00-05/22/00	01921	\$172.50	08/16/2000	
10	Friends of Volpe Meeting			Washington, DC	06/19/00-06/19/00	02191	\$212.77	09/08/2000	**OST**
11	USCG Oil Recovery Panel			Ft. Dix, NJ	04/25/00-04/27/00	01424	\$653.98	07/18/2000	**USCG**
12	Design Meeting			Washington, DC	10/05/99-10/06/99	00004	\$363.11	11/16/1999	**FAA**
13	Invitational			Cambridge, MA	05/22/00-05/22/00	01920	\$172.50	08/16/2000	
14	Interview			Montgomery, AL	09/27/99-09/28/99	92479	\$544.88	10/20/1999	
15	USCG Oil Recovery Panel			New Orleans, LA	04/25/00-04/27/00	01423	\$687.05	06/12/2000	**USCG**
16	USCG Oil Recovery Panel			New Orleans, LA	07/09/00-07/15/00	02265	\$759.29	08/11/2000	**USCG**
17	Invitational			Lewes, DE	04/25/00-04/27/00	01568	\$823.30	06/12/2000	
18	Invitational			Lewes, DE	07/10/00-07/12/00	02324	\$997.41	07/28/2000	
19	Interview			Orlando, FL	01/09/00-01/11/00	00741	\$771.62	02/15/2000	
20	Interview			Ithaca, NY	01/04/00-01/05/00	00755	\$366.08	01/11/2000	
21	Interview			Washington, DC	03/19/00-03/20/00	01417	\$779.30	05/15/2000	
22	FAMIS Meeting			Anchorage, AK	10/23/99-10/29/99	00195	\$1,422.50	11/01/1999	**FAA**
23	Interview			State College, PA	06/04/00-06/05/00	01924	\$1,156.15	06/19/2000	
24	Project Briefing			Washington, DC	02/24/00-02/24/00	01128	\$236.70	03/09/2000	**OST**
25	Project Briefing			Washington, DC	04/05/00-04/05/00	01656	\$202.20	04/20/2000	**OST**
26	Project Briefing			Washington, DC	05/04/00-05/04/00	01673	\$236.70	05/25/2000	**OST**
27	Interview			Westmoreland, NY	11/15/99-11/18/99	00453	\$708.91	12/20/1999	
28	SES Selection Panel			Washington, DC	02/24/00-02/25/00	01186	\$469.79	05/16/2000	**FHWA**
29	Transportation Seminar			Washington, DC	09/21/99-09/22/99	92413	\$610.00	10/22/1999	State Dept.
30	Invitational			Fairfax, VA	05/23/00-05/23/00	02112	\$386.00	08/08/2000	
31	Interview			Blacksburg, VA	05/15/00-05/16/00	01872	\$856.05	05/18/2000	
32	FAMIS Meeting			Orlando, FL	10/04/99-10/07/99	00014	\$1,104.85	11/03/1999	**FAA**
33	FAMIS Meeting			Orlando, FL	10/25/99-10/28/99	00232	\$856.60	11/03/1999	**FAA**
34	Invitational			Albuquerque, NM	10/19/99-10/21/99	00150	\$557.90	12/07/1999	
35	Interview			Raleigh-Durham, NC	02/29/00-03/01/00	01133	\$567.57	05/12/2000	
36	Interview			New Baltimore, VA	08/08/00-08/08/00	02444	\$268.95	08/11/2000	
37	Interview			Loxahatchee, FL	05/21/00-05/25/00	01946	\$370.20	06/20/2000	

38	Interview			Silver Spring, MD	02/16/00-02/17/00	01134	\$226.26	03/17/2000	
39	Project Briefing			Washington, DC	05/04/00-05/04/00	01672	\$286.70	05/25/2000	**OST**
40	Project Briefing			Washington, DC	08/07/00-08/08/00	02519	\$509.63	08/17/2000	**OST**
41	Invitational			Monterey, CA	04/24/00-04/27/00	01569	\$889.10	06/12/2000	
42	Invitational			Monterey, CA	07/10/00-07/12/00	02323	\$589.96	08/03/2000	
43	Invitational			Albuquerque, NM	10/19/99-10/21/99	00151	\$598.74	12/07/1999	
44	Invitational			Cambridge, MA	05/22/00-05/23/00	02116	\$471.70	09/12/2000	
45	Airport Security Conference			Washington, DC	08/01/00-08/01/00	02451	\$227.50	08/23/2000	**OST**
46	Invitational			Detroit, MI	04/25/00-04/27/00	01567	\$780.40	06/27/2000	
47	Interview			Brooklyn, NY	12/20/99-12/20/99	00726	\$274.50	01/07/2000	
48	FAMIS Meeting			Ft. Worth, TX	10/25/99-10/29/99	00196	\$977.18	11/04/1999	**FAA**
49	FAMIS Review			Washington, DC	10/05/99-10/07/99	00009	\$568.20	11/10/1999	**FAA**
50	FAMIS Meeting			Washington, DC	10/25/99-10/29/99	00198	\$903.65	11/17/1999	**FAA**
51	FAMIS Review			Washington, DC	11/17/99-11/19/99	00436	\$565.61	12/02/1999	**FAA**
52	INS Kiosk Meeting			Glynco, GA	04/05/00-04/07/00	01546	\$754.63	05/08/2000	INS
53	Rulemaking Session			Washington, DC	11/01/99-11/03/99	00293	\$1,212.36	12/16/1999	**OST**
54	Rulemaking Session			Washington, DC	11/08/99-11/09/99	00292	\$410.11	12/16/1999	**OST**
55	Rulemaking Session			Washington, DC	11/14/99-11/15/99	00291	\$383.42	12/16/1999	**OST**
56	Rulemaking Session			Washington, DC	01/17/00-01/20/00	00848	\$1,572.76	03/02/2000	**OST**
	Total						\$33,503.55		

ATTACHMENT J.17 - MONTHLY TRAVEL (TDY) LEAVE SPREADSHEET
 TDY LEAVE

MONTH	NAME	SSN	TRAVEL DATES	LEAVE DATES	REMARKS
Jan 98			1/6/98 - 1/9/98	01/08/1998	3/30/98 Karen checked Payroll and Labor -OK
			10/16/97 - 10/17/97	10/20/1997	3/30/98 Karen checked Payroll and Labor -OK
			1/10/98 - 1/17/98	01/16/1998	3/30/98 Karen checked Payroll and Labor -OK
			12/16/97 - 1/5/98	12/24/1997	3/30/98 Karen checked Payroll and Labor -OK
Feb 98			9/28/97 - 9/30/97	10/1/97 - 10/3/97	3/30/98 Karen checked Payroll and Labor -OK
			1/5/98 - 1/16/98	1/12/98 - 1/15/98	3/30/98 Karen checked Payroll and Labor -
					1/12, 1/13, 1/15 - OK
					1/14 shows 8 hours worked in Labor and Payroll
					4/3/98 Gregory called - left message
					4/6/98 confirmed that 1/14 should be annual leave
					He will have his secretary do Payroll adjustment and
					send a memo to correct Labor cost to Pat
					4/7/98 sent e-mail for correction
					4/7/98 Sabrina has Payroll adjustment
					4/7/98 Karen to input correction in next labor run
Mar 98			2/20/98 - 3/1/98	02/27/1998	4/8/98 Karen checked Payroll and Labor - OK
			3/15/98 - 3/21/98	3/19/98 - 3/20/98	4/8/98 Karen checked Payroll and Labor - OK
			2/11/98 - 2/20/98	2/12/98 - 2/13/98	4/8/98 Karen checked Payroll and Labor - OK
Apr 98			4/15/98-4/16/98	04/17/1998	5/1/98 Karen checked Payroll and Labor - OK
May-98			4/27/98 - 5/4/98	5/1/98, 5/4/98	6/1/98 Karen checked Payroll/Labor/Sign-in sheets
					Voucher showed leave on 4/30 and work on 5/4
					Payroll showed work on 4/30 and leave on 5/4
					All nets out - OK
			4/27/98 - 5/3/98	5/2/98, 5/3/98	6/1/98 No Leave taken (Saturday/Sunday) - OK
			4/13/98 - 4/14/98	05/11/1998	6/1/98 Karen checked Labor/Sign-in sheets - OK
					Need to check payroll microfiche

					when received
					6/17/98 Karen checked payroll - everything OK
			4/27/98 - 5/1/98	4/24/98	6/1/98 Karen checked Payroll/Labor/Sign-in sheets - OK
			5/11/98 - 5/20/98	5/18/98, 5/19/98	6/1/98 Karen checked Labor/Sign-in sheets
					5/18 and 5/19 both look OK
					Need to check payroll microfiche when received
					6/17/98 Karen checked payroll - everything OK
			5/12/98 - 5/16/98	5/13/98, 5/14/98	6/1/98 Karen checked Labor/Sign-in sheets
					5/13 looks OK - 5/14 shows 6 hours A/L
					Need to check payroll microfiche when received
					6/17/98 Karen checked payroll - everything OK
Jun-98			4/18/98-5/02/98	4/20/98-4/24/98	7/14/98 Karen checked Payroll/Labor/Sign-in sheets - OK
			5/12/98-5/15/98	05/15/1998	7/14/98 Karen checked Payroll/Labor/Sign-in sheets - OK
			5/20/98-5/22/98	5/18/98-5/19/98	7/14/98 Karen checked Payroll/Labor/Sign-in sheets - OK
			5/17/98-5/22/98	05/22/1998	7/14/98 Karen checked Payroll/Labor/Sign-in sheets
					Labor and Sign-in Sheets showed 8 hours worked
					Payroll showed 8 hours A/L - OK
					7/17/98 Alyson did amendment to correct Labor and
					Sign-in sheets - OK
			5/18/98-5/23/98	5/21/98-5/22/98	7/14/98 Karen checked Payroll/Labor/Sign-in sheets - OK
			6/08/98-6/13/98	06/12/1998	7/14/98 Karen checked Payroll/Labor/Sign-in sheets - OK
			05/21/1998	05/22/1998	7/14/98 Karen checked Payroll/Labor/Sign-in sheets - OK
Jul-98			6/05/98-6/18/98	6/08/98-6/09/98	8/4/98 Karen checked Payroll/Labor/Sign-in sheets-OK
				6/10/98-6/11/98	telecommuted 3hrs both days, no expenditures claimed
				6/15/98-6/17/98	8/4/98 Karen checked Payroll/Labor/Sign-in sheets-OK
			7/12/98-7/17/89	7/17/98	8/4/98 Karen checked Payroll/Labor/Sign-in sheets-
					Payroll shows 8 hrs A/L
					Labor shows 8 hrs worked
					Karen will fix as part of Labor Reconciliation
Aug-98			7/02/1998-7/27/98	7/13/98-7/17/98	9/19/98 Karen checked

					Payroll/Labor/Sign-in sheets - OK
			8/17/98-8/19/98	8/19/98--5 hrs	9/19/98 Karen checked Payroll/Labor/Sign-in sheets - OK
Sep-98			9/02/98-9/12/98	9/11/98	10/5/98 Karen checked Payroll/Labor/Sign-in Sheets - OK
			9/15/98-9/18/98	9/18/98	10/5/98 Karen checked Labor and Sign-in Sheets - OK
					10/26/98 Karen checked payroll microfiche-OK

ATTACHMENT J.18 – TRAVEL OF INDIVIDUALS PAID FOR BY OAs OTHER THAN THE INDIVIDUALS’S EMPLOYING OA SPREADSHEET

			Volpe Center			
Travel of Individuals Paid For By OAs Other Than The Individuals' Employing OA						
FY00						
<u>Paying OA</u>	<u>Traveler Name</u>	<u>Traveler's OA</u>	<u>Travel Dates</u>	<u>Amount</u>	<u>Account</u>	<u>Trip Purpose</u>
Volpe Center		FAA	10/25/00-10/29/00	\$1,192.99	69X4522 Volpe Center WCF	FAMIS Meeting
Volpe Center		OST	08/01/00-08/01/00	\$207.00	69X4522 Volpe Center WCF	Airport Security Conference
Volpe Center		OST	06/19/00-06/19/00	\$212.77	69X4522 Volpe Center WCF	Friends of Volpe Meeting
Volpe Center		USCG	04/25/00-04/27/00	\$653.98	69X4522 Volpe Center WCF	USCG Oil Recovery Panel
Volpe Center		FAA	10/05/99-10/06/99	\$363.11	69X4522 Volpe Center WCF	Design Meeting
Volpe Center		USCG	04/25/00-04/27/00	\$687.05	69X4522 Volpe Center WCF	USCG Oil Recovery Panel
Volpe Center		USCG	07/09/00-07/15/00	\$759.29	69X4522 Volpe Center WCF	USCG Oil Recovery Panel
Volpe Center		FAA	10/23/99-10/29/99	\$1,422.50	69X4522 Volpe Center WCF	FAMIS Meeting
Volpe Center		OST	02/24/00-02/24/00	\$236.70	69X4522 Volpe Center WCF	Project Briefing
Volpe Center		OST	04/05/00-04/05/00	\$202.20	69X4522 Volpe Center WCF	Project Briefing
Volpe Center		OST	05/04/00-05/04/00	\$236.70	69X4522 Volpe Center WCF	Project Briefing
Volpe Center		FHWA	02/24/00-02/25/00	\$469.79	69X4522 Volpe Center WCF	SES Selection Panel
Volpe Center		FAA	10/04/99-10/07/99	\$1,104.85	69X4522 Volpe Center WCF	FAMIS Meeting
Volpe Center		FAA	10/25/99-10/28/99	\$856.60	69X4522 Volpe Center WCF	FAMIS Meeting
Volpe Center		OST	05/04/00-05/04/00	\$286.70	69X4522 Volpe Center WCF	Project Briefing

Volpe Center		OST	08/07/00-08/08/00	\$509.63	69X4522 Volpe Center WCF	Project Briefing
Volpe Center		OST	08/01/00-08/01/00	\$227.50	69X4522 Volpe Center WCF	Airport Security Conference
Volpe Center		FAA	10/25/99-10/29/99	\$977.18	69X4522 Volpe Center WCF	FAMIS Meeting
Volpe Center		FAA	10/05/99-10/07/99	\$568.20	69X4522 Volpe Center WCF	FAMIS Review
Volpe Center		FAA	10/25/99-10/29/99	\$903.65	69X4522 Volpe Center WCF	FAMIS Meeting
Volpe Center		FAA	11/17/99-11/19/99	\$565.61	69X4522 Volpe Center WCF	FAMIS Review
Volpe Center		OST	11/01/99-11/03/99	\$1,212.36	69X4522 Volpe Center WCF	Rulemaking Session
Volpe Center		OST	11/08/99-11/09/99	\$410.11	69X4522 Volpe Center WCF	Rulemaking Session
Volpe Center		OST	11/14/99-11/15/99	\$383.42	69X4522 Volpe Center WCF	Rulemaking Session
Volpe Center		OST	01/17/00-01/20/00	\$1,572.76	69X4522 Volpe Center WCF	Rulemaking Session

ATTACHMENT J.19 – MONTHLY GSA TRAVEL REPORT SPREADSHEET

Days from travel ending date to when traveler signs	G	TRAVEL	Days from when received by travel to when reviewed by travel
Days from when traveler signs to when approving official signs	H		Days from when received by travel to when paid by travel or sent to IMPREST
Days from when approving official signs to when received by travel	I		Days from when processes by travel to when paid by travel or sent to IMPREST
Days from travel ending date to when reviewed by travel	J		Days from when processed by travel to when signed by certifier
Days from when traveler signs to when reviewed by travel	K		Days from when signed by certifier to when paid by travel or sent to IMPREST
Days from when approving official signs to when reviewed by travel	L		ACH= Treasury ACH; CK = Treasury Check

ORG			A					C			D	E	F	G	H	I	J	K	L
	Travel	Traveler	Days	Approv	Days	Date	Days	Date	Date	Date	Days	Days	Days	Days	Days	Days	Days	Days	Method
	Ending	Signed	Diff	Official	Diff	Rec'd by	Diff	Process	Signed by	Paid by	Diff	Diff	Diff	Diff	Diff	Diff	Diff	Diff	
	Date	Date		Sign Date		Travel		by Travel	Certifier	Travel									Pmt
	-1	-2	(2-1)	-3	(3-2)	-4	(4-3)	-5	-6	-7	(5-1)	(5-2)	(5-3)	(5-4)	(7-4)	(7-5)	(6-5)	(7-6)	
	10/21/1999	10/22/1999	1	10/25/1999	3	10/25/1999	0	10/26/1999	10/26/1999	10/27/1999	5	4	1	1	2	1	0	1	ACH
	10/21/1999	10/22/1999	1	10/22/1999	0	10/25/1999	3	10/25/1999	10/26/1999	10/27/1999	4	3	3	0	2	2	1	1	ACH
	09/30/1999	10/03/1999	3	10/06/1999	3	10/25/1999	19	10/19/1999	10/27/1999	10/27/1999	19	16	13	-6	2	8	8	0	ACH
	10/15/1999	10/20/1999	5	10/22/1999	2	10/25/1999	3	10/26/1999	10/29/1999	10/27/1999	11	6	4	1	2	1	3	-2	ACH
	10/06/1999	10/07/1999	1	10/07/1999	0	10/08/1999	1	10/12/1999	10/13/1999	10/13/1999	6	5	5	4	5	1	1	0	ACH
	07/08/1999	09/30/1999	84	09/30/1999	0	10/01/1999	1	10/06/1999	10/06/1999	10/07/1999	90	6	6	5	6	1	0	1	ACH
	09/29/1999	09/30/1999	1	09/30/1999	0	10/01/1999	1	10/06/1999	10/06/1999	10/07/1999	7	6	6	5	6	1	0	1	ACH
	09/29/1999	10/01/1999	2	10/12/1999	11	10/06/1999	-6	10/13/1999	10/13/1999	10/13/1999	14	12	1	7	7	0	0	0	ACH
	09/24/1999	09/30/1999	6	09/30/1999	0	10/05/1999	5	10/06/1999	10/06/1999	10/07/1999	12	6	6	1	2	1	0	1	ACH
	09/29/1999	09/30/1999	1	09/30/1999	0	10/05/1999	5	10/06/1999	10/06/1999	10/07/1999	7	6	6	1	2	1	0	1	ACH
	09/23/1999	09/30/1999	7	09/30/1999	0	10/05/1999	5	10/06/1999	10/06/1999	10/07/1999	13	6	6	1	2	1	0	1	ACH
	10/01/1999	10/04/1999	3	10/04/1999	0	10/05/1999	1	10/06/1999	10/06/1999	10/07/1999	5	2	2	1	2	1	0	1	ACH
	09/17/1999	09/30/1999	13	10/05/1999	5	10/12/1999	7	10/13/1999	10/13/1999	10/13/1999	26	13	8	1	1	0	0	0	ACH
	09/30/1999	10/04/1999	4	10/05/1999	1	10/05/1999	0	10/06/1999	10/06/1999	10/07/1999	6	2	1	1	2	1	0	1	ACH
	09/29/1999	09/30/1999	1	10/04/1999	4	10/05/1999	1	10/06/1999	10/06/1999	10/07/1999	7	6	2	1	2	1	0	1	ACH
	09/28/1999	09/29/1999	1	09/30/1999	1	10/01/1999	1	10/07/1999	10/07/1999	10/08/1999	9	8	7	6	7	1	0	1	ACH
	08/13/1999	09/30/1999	48	09/30/1999	0	10/04/1999	4	10/07/1999	10/07/1999	10/08/1999	55	7	7	3	4	1	0	1	ACH
	09/17/1999	09/30/1999	13	09/30/1999	0	10/05/1999	5	10/07/1999	10/07/1999	10/08/1999	20	7	7	2	3	1	0	1	ACH

10/01/1999	10/04/1999	3	10/06/1999	2	10/06/1999	0	10/07/1999	10/07/1999	10/08/1999	6	3	1	1	2	1	0	1	ACH
10/04/1999	10/06/1999	2	10/06/1999	0	10/06/1999	0	10/07/1999	10/07/1999	10/08/1999	3	1	1	1	2	1	0	1	ACH
09/30/1999	10/01/1999	1	10/01/1999	0	10/04/1999	3	10/07/1999	10/07/1999	10/08/1999	7	6	6	3	4	1	0	1	ACH
10/05/1999	10/06/1999	1	10/08/1999	2	10/08/1999	0	10/12/1999	10/13/1999	10/13/1999	7	6	4	4	5	1	1	0	ACH
09/23/1999	09/24/1999	1	09/27/1999	3	09/28/1999	1	10/08/1999	10/08/1999	10/12/1999	15	14	11	10	14	4	0	4	ACH
09/30/1999	10/05/1999	5	10/05/1999	0	10/07/1999	2	10/08/1999	10/08/1999	10/12/1999	8	3	3	1	5	4	0	4	ACH
09/20/1999	09/24/1999	4	09/27/1999	3	09/28/1999	1	10/13/1999	10/13/1999	10/13/1999	23	19	16	15	15	0	0	0	ACH
10/05/1999	10/06/1999	1	10/07/1999	1	10/07/1999	0	10/08/1999	10/08/1999	10/13/1999	3	2	1	1	6	5	0	5	ACH
10/01/1999	10/04/1999	3	10/06/1999	2	10/06/1999	0	10/09/1999	10/13/1999	10/13/1999	8	5	3	3	7	4	4	0	ACH

Days from travel ending date to when traveler signs	G
Days from when traveler signs to when approving official signs	H
Days from when approving official signs to when received by travel	I
Days from travel ending date to when reviewed by travel	J
Days from when traveler signs to when reviewed by travel	K
Days from when approving official signs to when reviewed by travel	L

Days from when received by travel to when reviewed by travel

Days from when received by travel to when paid by travel or sent to IMPREST

Days from when processes by travel to when paid by travel or sent to IMPREST

Days from when processed by travel to when signed by certifier

Days from when signed by certifier to when paid by travel or sent to IMPREST

ACH= Treasury ACH; CK = Treasury Check

Traveler	ORG	A			B		C		D											E	F	G	H	I	J	K	L
		Travel	Traveler	Days	Approv	Days	Date	Days	Date	Date	Date	Days	Days	Days	Days	Days	Days	Days	Days	Days	Days	Method					
		Ending	Signed	Diff	Official	Diff	Rec'd by	Diff	Process	Signed by	Paid by	Diff	Diff	Diff	Diff	Diff	Diff	Diff	Diff	Diff	Diff	of					
		Date	Date		Sign Date		Travel		by Travel	Certifier	Travel											Pmt					
		-1	-2	(2-1)	-3	(3-2)	-4	(4-3)	-5	-6	-7	(5-1)	(5-2)	(5-3)	(5-4)	(7-4)	(7-5)	(6-5)	(7-6)								
		09/15/1999	10/07/1999	22	10/08/1999	1	10/08/1999	0	10/12/1999	10/12/1999	10/13/1999	27	5	4	4	5	1	0	1	ACH							
		10/02/1999	10/04/1999	2	10/05/1999	1	10/08/1999	3	10/13/1999	10/13/1999	10/13/1999	11	9	8	5	5	0	0	0	ACH							
AVERAGE				5.8		1.5		1.8				10.9	5	3.5	1.7	4.6	2.8	0.2	2.6	ACH							

INVOICE SCHEDULING REPORT

Age	Due Date	Document Number	Invoice Number	Date Receive	Vendor Name	D I S C	Invoice Amount	S T A T	Comments
Units	10/17/2000	01P80028	26258	11/09/2000	AMERICAN AUTO	T	\$215.00	1	DATED 11/09 D 11/19
	11/13/2000	99C00001	3075	11/06/2000	DACAR, INC.	T	\$6,988.79	1	DATED 11/06 D 11/16
	11/13/2000	99C00001	3078	11/06/2000	DACAR, INC.	T	\$5,672.39	1	DATED 11/06 D 11/16
	11/13/2000	99C00001	3079	11/06/2000	DACAR, INC.	T	\$2,267.32	1	DATED 11/06 D 11/16
	11/13/2000	99C00001	3080	11/06/2000	DACAR, INC.	T	\$3,206.51	1	DATED 11/06 D 11/16
	11/17/2000	MCI	6172250167-12	10/23/2000	MCI WORLDCOM	T	\$101.29	8	WHSE 11/2
	11/22/2000	99D00074	100	11/09/2000	FLIGHT SAFETY T	T	\$13,783.80	1	DATED 11/09 D 11/24
	11/22/2000	99D00074	101	11/09/2000	FLIGHT SAFETY T	T	\$25,574.40	1	DATED 11/09 D 11/24
	11/22/2000	99D00074	102	11/09/2000	FLIGHT SAFETY T	T	\$2,254.71	1	DATED 11/09 D 11/24
	11/22/2000	99D00074	103	11/09/2000	FLIGHT SAFETY T	T	\$5,038.18	1	DATED 11/09 D 11/24
	11/22/2000	99D00074	104	11/09/2000	FLIGHT SAFETY T	T	\$1,790.21	1	DATED 11/09 D 11/24
	11/22/2000	99D00074	96	11/09/2000	FLIGHT SAFETY T	T	\$32,210.15	1	DATED 11/09 D 11/24
	11/22/2000	99D00074	97	11/09/2000	FLIGHT SAFETY T	T	\$6,509.64	1	DATED 11/09 D 11/24
	11/22/2000	99D00074	98	11/09/2000	FLIGHT SAFETY T	T	\$66,661.20	1	DATED 11/09 D 11/24
	11/22/2000	99D00074	99	11/09/2000	FLIGHT SAFETY T	T	\$6,496.80	1	DATED 11/09 D 11/24
	11/25/2000	XF00ATTW03	663362168-01	10/31/2000	AT&T WIRELESS	T	\$70.81	1	WHSE 11/14
	11/25/2000	XF00TLNX20	7818471674-01	10/31/2000	VERIZON	T	\$47.11	1	WHSE 11/15
	11/25/2000	XF00TLNX41	6170033292-01	10/31/2000	VERIZON	T	\$437.99	1	WHSE 11/15
	11/27/2000	XF00ATTW01	84561828-01	11/02/2000	AT&T WIRELESS	T	\$95.61	1	WHSE 11/22
	11/28/2000	XF00TELNET	6174942000-01	11/03/2000	VERIZON	T	\$48,210.71	1	WHSE 11/17
	11/28/2000	XF00TLNX12	6174945344-01	11/03/2000	VERIZON	T	\$21.71	1	WHSE 11/17
	12/01/2000	99P80260	00-5	11/06/2000	VITAL METRICS C	T	\$1,090.80	8	DATED 11/06 D 12/06
	12/01/2000	XF00TLNX	6171001285-02	11/06/2000	VERIZON	T	\$33.05	1	WHSE 11/20
	12/01/2000	XF00TLNX10	6171001343-02	11/06/2000	VERIZON	T	\$12.42	1	WHSE 11/20
	12/01/2000	XF00TLNX15	6174949587-01	11/06/2000	VERIZON	T	\$21.67	1	WHSE 11/16
	12/01/2000	XF00TLNX16	6174949003-01	11/06/2000	VERIZON	T	\$43.34	1	WHSE 11/16
	12/01/2000	XF00TLNX2	6171002881-02	11/06/2000	VERIZON	T	\$121.52	1	WHSE 11/20
	12/01/2000	XF00TLNX35	9787499432-02	11/06/2000	VERIZON	T	\$68.71	1	WHSE 11/20
	12/01/2000	XF00TLNX36	6174941529-02	11/06/2000	VERIZON	T	\$39.87	1	WHSE 11/16
	12/01/2000	XF00TLNX45	7818621497-02	11/06/2000	VERIZON	T	\$21.67	1	WHSE 11/20
	12/01/2000	XF00TLNX6	6171004774-02	11/06/2000	VERIZON	T	\$418.30	1	WHSE 11/20
	12/02/2000	XF00SKYT02	2583575-02	11/07/2000	SKYTEL	T	\$22.85	1	WHSE 11/20
	12/02/2000	XF00SKYTEL	2495787-02	11/07/2000	SKYTEL	T	\$58.51	1	WHSE 11/20
	12/02/2000	XF00TELA65	0173813388-02	11/07/2000	AT&T	T	\$9.20	1	WHSE 11/15
	12/02/2000	XF00TELA75	0557811925-01	11/07/2000	AT&T	T	\$25.74	1	WHSE 11/16
	12/02/2000	XF00TLNX1	6171001625-02	11/07/2000	VERIZON	T	\$2.15	1	WHSE 11/20
	12/02/2000	XF00TLNX3	6171004850-02	11/07/2000	VERIZON	T	\$242.01	1	WHSE 11/20
	12/02/2000	XF99SNET	8805720648-02	11/07/2000	SNET	T	\$59.74	1	WHSE 11/16
	12/02/2000	XF99SNET2	8805381333-02	11/07/2000	SNET	T	\$29.93	1	WHSE 11/16
	12/02/2000	XFOOTELAT9	0172131114-01	11/07/2000	AT&T	T	\$7.26	1	WHSE 11/14
	12/03/2000	VERIZONWL	5361	11/08/2000	VERIZON WIRELE	T	\$39.95	1	11/3 PROBLEM
	12/03/2000	XF00TELA12	0131299407-02	11/08/2000	AT&T	T	\$3.62	1	WHSE 11/17

SEMI **REPORT OF PAYMENTS ACCEPTED FROM A NON-**
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SOURCE	REPORTING PERIOD	PAGES
X	October 1 – March 31, (year) April 1 – September 30, 2000	1 Negative Report

TRAVELER (NAME/TITLE)	EVENT	LOCATION AND TRAVEL DATES	BENEFITS ACCEPTED				
	DESCRIPTION/SPONSOR/DATES		SOURCE	DESCRIPTION	CHECK	IN- KIND	AMOUNT
NAME:	DESCRIPTION: Meeting of CSX-Audubon scholars with mentors and work coordinators	LOCATION: Tampa, FL	United Negro College Fund	Hotel		X	\$180
				Meals		X	\$60
TITLE:	SPONSOR: United Negro College Fund	TRAVEL DATES: 5/5 – 5/7/00					
	DATES: 5/5 – 5/7/00						
NAME:	DESCRIPTION: Test/Integration of GPS RAIM Prediction System (VP-22)	LOCATION: Frankfurt, Germany	DFS – Deutsche Flugsicherung	Hotel		X	\$1500
TITLE:	SPONSOR: DFS – Deutsche Flugsicherung	TRAVEL DATES: 6/2 – 6/22/00					
	DATES: 6/2 – 6/22/00						
NAME:	DESCRIPTION: US Weather Research Program – Joint Meetings	LOCATION: Washington, DC	National Center for Atmospheric Research	Hotel	X		\$270
				Per Diem	X		\$120
TITLE:	SPONSOR: US Weather Research Program	TRAVEL DATES: 9/30 – 10/4/00		Parking and local transportation	X		\$56
	DATES: 9/30 – 10/4/00						
NAME:	DESCRIPTION:	LOCATION:					
TITLE:	SPONSOR:	TRAVEL DATES:					
	DATES:						
NAME:	DESCRIPTION:	LOCATION:					
TITLE:	SPONSOR:	TRAVEL DATES:					
	DATES:						

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